Saxon Chase
Construction Recruitment Specialists

EQUALITY, DIVERSITY & INCLUSION POLICY

Saxon Chase Recruitment Limited is committed to eliminating discrimination and encouraging equality, diversity and inclusion amongst our workforce. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

Saxon Chase Recruitment Limited is also committed against unlawful discrimination of customers or the public.

The policy's purpose is to:

- ✓ provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
- ✓ not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation
- ✓ oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities

Saxon Chase Recruitment Limited commits to:

- ✓ Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense
- ✓ Maintain a zero tolerance approach towards bullying, harassment, victimisation and unlawful discrimination; promoting dignity and respect for all, and where individual differences and the contributions of all employees are recognised and valued.

  This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include employees conducting themselves to help Saxon Chase Recruitment Limited provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

  All employees should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.
- ✓ Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of Saxon Chase Recruitment Limited's work activities.

  Such acts will be dealt with as misconduct under Saxon Chase Recruitment Limited's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

- ✓ Make opportunities for training, development and progress available to all employees, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of Saxon Chase Recruitment Limited.
- ✓ Decisions concerning employees being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- ✓ Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
- ✓ Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.
- ✓ Ensure an open and clear recruitment policy is in place recognising a diverse workforce and an inclusive culture is essential
- ✓ Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, and considering and taking action to address any issues.
- ✓ The equality, diversity and inclusion policy is fully supported by senior management and details of Saxon Chase Recruitment Limited's grievance and disciplinary policies and procedures can be found within the employee handbook.
- ✓ This policy will be monitored and reviewed annually.

Company name _____

Signature _____

Name _____

Position _____

Date _____