

Equality and Diversity Policy

Statement

Hampsey Limited is dedicated to encouraging a supportive and inclusive culture amongst the workforce. It is within our best interest to promote diversity and eliminate discrimination in the workplace.

Our aim is to ensure that all employees and job applicants are given equal opportunity and that our organisation is representative of all sections of society. Each employee will be respected and valued and able to give their best as a result.

This policy reinforces our commitment to providing equality and fairness to all in our employment and not provide less favourable facilities or treatment on the grounds of age, disability, gender, relationship status, pregnancy/maternity, race, ethnic origin, nationality, religion, sex or sexual orientation. We are opposed to all forms of unlawful and unfair discrimination.

All employees, regardless of whether they are full or part-time or temporary will be treated fairly and with respect. When Hampsey Limited selects candidates for employment, promotion, training or any other benefit it will be on the basis of their aptitude and ability.

All employees will be given help and encouragement to develop their full potential and utilise their unique talents. Therefore, the skills and resources of our organisation will be fully utilised and we will maximise the efficiency of our whole workforce.

1.0 Our Commitment

1. Create an environment in which individual differences and the contributions of all team members are recognised and valued.
2. Create a working environment that promotes dignity and respect for every employee.
3. Not tolerate any form of intimidation, bullying or harassment and to discipline those that breach this policy.
4. Make training, development and progression opportunities available to all staff.
5. Promote equality in the workplace, which Hampsey Limited believes is good management practice and makes sound business sense.
6. Encourage anyone who feels that they have been subject to discrimination to raise their concerns so that corrective measures can be applied.
7. Encourage employees to treat everyone with dignity and respect.
8. Regularly review our employment practices and procedures so that fairness is maintained at all times.

2.0 Responsibility of Management

1. Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Directors. Managers will ensure that they and their staff operate within this policy and arrangements and that all reasonable and practical steps are taken to avoid discrimination. Each manager will ensure that:
 - All staff are aware of the policy and the arrangements, including the reasons for the policy.
 - Grievances concerning discrimination are dealt with properly, fairly and as quickly as possible.
 - Proper records are maintained.
2. Head Office will be responsible for monitoring the operation of the policy in respect of employees and job applicants, including periodic departmental audits.

3.0 Responsibilities of Staff

1. Responsibility for ensuring that there is no unlawful discrimination rests with all staff and the attitudes of staff are crucial to the successful operation of fair employment practices. In particular, all members of staff should:
 - Comply with the policy and arrangements.
 - Not discriminate in their day-to-day activities or induce others to do so.
 - Not victimise, harass or intimidate other staff or groups who. or are perceived to have, one of the protected characteristics.

4.0 Third Parties

1. Third-party harassment occurs where a Hampsey Ltd employee is harassed (and the harassment is related to a protected characteristic) by third parties such as clients or customers. Hampsey Ltd will not tolerate such actions against its staff and the employee concerned should inform their manager/supervisor at once that this has occurred. The Company will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

5.0 Rights of Disabled People

1. The company attaches particular importance to the needs of disabled people.
2. Under the terms of this policy, managers are required to:
 - Make reasonable adjustments to maintain the services of an employee who becomes disabled; for example, training, provision of special equipment, reduced working hours.
 - Seek advice and guidance from external agencies where appropriate to maintain disabled people in employment.
 - Include disabled people in training/development programmes.
 - Give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

6.0 Equality Training

1. A series of regular briefing sessions will be held for staff on equality issues. These will be repeated as necessary. Equality information is also included in induction programmes.
2. Training will be provided for managers on this policy and the associated arrangements. All managers who have an involvement in the recruitment and selection process will receive training.

7.0 Monitoring

1. The Company deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation as a whole. Accordingly, a monitoring system will measure the effectiveness of the policy and arrangements.
2. The system will involve the routine collection and analysis of information on employees by gender, marital status, ethnic origin, sexual orientation, religion/beliefs, grade and length of service in current grade. Information regarding the number of staff who declare themselves as disabled will also be maintained.
3. There will also be regular assessments to measure the extent to which recruitment to first appointment, internal promotion and access to training/development opportunities affect equal opportunities for all groups.
4. We will maintain information on staff who have been involved in certain key policies: Disciplinary, Grievance and Bullying & Harassment.

5. Where appropriate, equality impact assessments will be carried out on the results of monitoring to ascertain the effect of the Company policies and services/products may have on those who experience them.
6. The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.
7. If monitoring shows that the Company, or areas within it, are not representative, or that sections of our workforce are not progressing properly within the Company, then an action plan will be developed to address these issues. This will include a review of recruitment and selection procedures, Company policies and practices as well as consideration of taking legal Positive Action.

8.0 Grievances/Discipline

1. Employees have a right to pursue a complaint concerning discrimination or victimisation via the Company Grievance Procedures.
2. Discrimination and victimisation will be treated as disciplinary offences and they will be dealt with under the Company Disciplinary Procedure.

This policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it is implemented will be reviewed annually.



Greg Hampsey
Managing Director
Hampsey Ltd

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