

## **EQUALITY AND DIVERSITY POLICY**

### **HR006**

#### **1. PURPOSE**

Hoople is committed to a work environment that provides equal opportunities and non-discriminatory procedures and practices both within its own work environment and in all aspects of service delivery. This policy contains key principles and their application that employees are expected to adhere to.

#### **2. PRINCIPLES**

- Hoople takes a positive approach to equality and diversity, ensuring that the organisation complies with the law and harnesses the business benefits of having a diverse workforce
- Monitoring will be undertaken where relevant to find out whether policies are working and whether diversity is being successfully managed. Information will be analysed and action taken on the results as necessary
- Hoople commits to recognising employees as individuals, treating every person's situation according to its own merits.
- Clear processes and procedures will be in place so that people are clear about their rights and responsibilities, including robust procedures for handling claims of harassment or bullying.
- Where issues are identified, there will be a focus on quick informal resolution as far as possible to the benefit of all concerned.
- The company recognises its legal responsibility towards those with protected characteristics and obligations in relation to statutory requests for contract variations.

#### **3. APPLICATION**

In applying the policy...

- Hoople will not unlawfully discriminate in relation to recruitment, promotion, access to learning and development, pay and benefits, discipline, selection for redundancy, or any other aspect of employment.
- Appropriate communication and training activity to raise employee awareness about this or associated policies, procedures or guidance will be identified and implemented.
- Recruitment, selection and performance management criteria are limited to those requirements that are necessary for the effective performance of the job and will be assessed objectively.
- Disability and personal or home commitments do not form the basis of employment decisions except where necessary.
- Where service provision permits, employees are encouraged to work flexibly. Reasonable adjustments to standard working practices will be made where necessary to overcome barriers to accessing employment.
- Employees who are disabled or become disabled in the course of their employment

should inform the organisation about their disability. Managers will discuss with the employee whether reasonable adjustments to the job, working conditions or environment need to be considered. Any monitoring that is undertaken will be based as appropriate on one or more of the protected characteristics (age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex, and sexual orientation).

- Hoople will consider and take any appropriate action to address or rebalance any problems that may be identified as a result of a monitoring process.
- Monitoring information attributable to an individual will remain strictly confidential and only available to those who have a professional role in using the information and will only be used for these purposes.

#### 4. SCOPE

The policy and related procedures apply to job applicants, all employees of the organisation and also applies to secondees, 'workers' and contractors engaged to provide a service to the organisation, either contracted directly to Hoople Ltd, contracted via agencies or contracted via a third party.

The policy applies to the process of recruitment and selection, promotion, training, conditions of work, pay and benefits and to every other aspect of employment, including general treatment at work and the processes involved in the termination of employment

#### 5. COMPLIANCE

Failure to follow the policy may impact on good employee relations and the reputation of Hoople Ltd. Appropriate action (including disciplinary) will be taken if the policy is breached.

Managers who are contractors, agency workers or individuals otherwise contracted to work for Hoople Ltd and who fail to consistently apply this policy may have their contracts terminated without notice.

#### 6. REVIEW

This policy will be reviewed after 3 years or earlier if required.

#### Links to other documents

<a href="#">Reasonable adjustments guidance</a>	<a href="#">Performance review and development scheme</a>
<a href="#">Recruitment and selection policy</a>	<a href="#">Flexible working policy</a>
<a href="#">Learning and development policy</a>	<a href="#">Induction and probationary policy</a>
<a href="#">Reward policy</a>	<a href="#">Disciplinary policy</a>
<a href="#">Restructure and redundancy policy</a>	<a href="#">Employee code of conduct</a>
<a href="#">Grievance policy</a>	<a href="#">Harassment and bullying guidance</a>

#### Document control

<i>Policy approved by</i>	HR Services Manager	<i>Date approved</i>	20 Apr 16
<i>Implementation date</i>	Immediate	<i>Review date</i>	Apr 19 – no change Apr 22

### Change Log

<b>Issued</b>	<b>Date</b>	<b>Description of Change</b>	<b>Reason For Change</b>	<b>Pages affected</b>
v0.1	8 Apr 14	Draft for approval		
v1.0	11 Apr 14	Published	Policy approved	
v2.0	26 Apr 16	None	Scheduled review	
v3.0	24 Dec 19	Updated Links	Broken Links	All
v3.1	26 May 23	Rebranded	New branding	All