



CARMELCREST

Carmelcrest Limited

Equalities & Diversity Policy

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Policy Statement

Carmelcrest understands its success is dependent on the successful recruitment and retention of people, as well as encouraging one another to reach our full potential.

We believe diversity is essential in the continuous long term development of both the company and its people regardless of an individual's age, background, gender or culture. It is through our unique range of experiences and capabilities which help us better understand and serve our clients and subsequently our aims and objectives.

The objective of this policy is to ensure no person experiences less favourable treatment, lack of opportunities or discrimination on the basis of an individual's age, gender, race, ethnic origin, disability, sexuality, religion, social class or marital status. In order to express our commitment in ensuring this does not occur we develop, promote and maintain policies to outline our position.

Legal Obligations

Carmelcrest has taken every measure to ensure our Equalities and Diversity Policy is in accordance with the Equality Act 2010 and replaces all previous equality legislation such as the Employment Equality (Age) Regulations 2006, the Civil Partnership Act 2004, the Employment Equality Regulations 2003, , Disability Discrimination Act 1995, the Sex Discrimination Act, the Disability Discrimination Act 1995, and the Race Relations Act 1976.

Who is responsible for this policy and how will it be implemented?

Carmelcrest ensures both our management team as well as all other individuals working for and with the company understand their responsibility in abiding by and implementing the policy. The Managing Director has overall responsibility in ensuring effective implementation and monitoring of the policy.

In order to implement the policy across all areas of the company we shall:

- Communicate the policy clearly to all employees, applicants, and relevant parties;
- Ensure the policy is readily available and accessible for all employees, applicants and relevant parties;
- Identify specific and appropriate duties in respect of implementing the policy into role descriptions;
- Ensure all involved in the recruitment and promotion process will be trained accordingly in the non-discriminatory selection;
- Ensure equal opportunity notices are incorporated into general communication practices;
- Ensure appropriate levels of resources are made available to fulfil the aims and objectives of the policy.

Code of conduct & disciplinary offences

Carmelcrest expects all employees to behave and conduct themselves in a considerate and professional manner at all times. Discriminatory behaviour is not tolerated at all, with this including but not limited to:

- Threatening behaviour;
- Violence, both physical and emotional;
- Swearing;
- Rude behaviour;

- Isolating employees via refusing to work with an individual(s) or ignoring them;
- Displaying offensive material or the distribution of offensive material;
- Any forms of harassment or victimisation;

Carmelcrest take all of the above as disciplinary actions and unacceptable behaviour. It is encouraged that misunderstandings and problems are resolved wherever possible, circumstance depending. It is however important for all employees who may have caused the offence to understand the error in their behaviour regardless of the intent.

Complaints of discrimination or victimisation

Carmelcrest treats all complaints of discrimination or victimisation seriously. All complaints will be investigated in accordance with the companies' complaints and disciplinary procedure as appropriate. The complainant will be kept up to date on the outcome and all matters, in line with our procedures.

We monitor and keep record of all complaints made by employees, clients and other third parties.

Recruitment & Selection

Carmelcrest endeavours through the means of appropriate training to ensure that employees making the selection and recruitment decisions will not discriminate, whether either consciously or unconsciously. The following is crucial to this equalities and diversity policy and shall be clearly stated to all employees, applicants, clients and third parties:

- Advancement and promotion will be made on merit and achievements, all decisions made will be in accordance with Carmelcrest's principals and policies.
- All role descriptions will be made in line with our equal opportunities policy.
- A consistent non-discriminatory approach will be adapted to the advertising of all vacancies.
- All applicants will receive fair treatment by all employees and will be considered for the role based only on their ability to do the job which has been applied for.
- All questions asked to the interviewee will be strictly related to the requirements of the job and not of a discriminatory nature.
- The short-listing and interview process will be carried out by more than one individual where possible.
- Any and all selection decisions will not be influenced by any prejudices made by the interviewer or other employees.

Monitoring

Carmelcrest will monitor, maintain and review the progress of this policy to ensure it is successfully implemented across all levels of the company. There will be a regular review of the employment records of all employees to further ensure the policy is having the desired successful effects.

Monitoring the policy may involve the following:

- Collection and classification of information regarding the gender, ethnic origin and race of all applicants and current employees.
- The examination by the gender, ethnic origin and race of employees and success rate of all applicants of roles.
- Recording promotional, training and recruitment records of all current and past employees; decisions reached and the reasons for the decisions will be stored also.
- Results of any monitoring procedures will be reviewed regularly to assess the effectiveness of this policy and its successful implementation.

In line with the monitoring of this policy, it may be adapted or adjusted to ensure greater equality of opportunities to all applicants and employees.

Reviewed and authorised by:

Ben Spooner



Managing Director

Date: 13/09/2018

Review by: 13th September 2019