

EQUALITY & DIVERSITY POLICY

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1. Purpose

Norris & Harding is committed to advancing equality and diversity as a key feature within all its activities, as it believes this to be ethically right and socially responsible.

We aim to provide a working environment and culture which recognises and values differences.

We will take positive action, where necessary, to create a more diverse workforce and client group.

We aim to pro-actively tackle discrimination and ensure that no individual or group is discriminated against for any reason.

All staff have a responsibility to be proactive in their approach to equality and diversity, and in tackling unlawful discrimination.

2. Definition

Equality and Diversity is about accepting and embracing people's differences and creating an environment that people can thrive in. Harnessing differences creates a productive environment in which everyone feels valued, where talents are fully utilised and organisational goals are met.

Equality is about treating people fairly and with respect, giving regard for others rights and wishes.

Diversity is simply otherness or those human qualities present in other individuals and groups that are different from our own and outside the groups to which we belong. Diversity consists of visible and non-visible differences.

Diversity encompasses the properties and characteristics of a person. It includes characteristics that are inborn and unchangeable; age, ethnicity, gender, physical abilities/ qualities/ disabilities, race and sexual orientation, and includes differences that are acquired, and those that may change throughout our lives. Some examples include; educational background, geographic location, income, material status, parental status, religious beliefs, military status, health and work experience.

3. Scope

This policy applies to:

Clients

Employees

Host Employers

Partner Organisations	Visitors	Sub-Contractors
Work Experience Operatives	Delivery Drivers	Suppliers

4. Policy Statement

Norris & Harding is committed to:

Becoming an organisation which is inclusive and values differences by seeking to ensure that its services are relevant and accessible to all.

Attracting, recruiting, retaining and developing the very best talented/skilled people from all sections of the community to contribute at every level.

Recognising that people from different backgrounds, cultures, skills and experiences can bring new ideas and perceptions that will help increase organisational efficiency and improve our services.

Creating an environment that upholds the right of everyone to be treated with respect and dignity, creating a totally fear-free culture allowing everyone to work in an environment for growth and personal development.

Committed to a wide-ranging plan of action to tackle discrimination and to celebrate diversity by working hard to secure a truly inclusive environment, creating better working relationships in an atmosphere of inclusion by all, for all.

Ensuring that no-one involved with the work of Norris & Harding will receive less favourable treatment because of their age, gender, ethnic origin, colour, nationality, faith, family circumstances, disability, sexual orientation, gender reassignment, HIV status, spent convictions, political belief, social background or for any other reason.

Embracing difference, listening to and meeting the changing needs of its users, staff, partners, and shareholders.

Maintaining an on going commitment to Equality and Diversity. To ensure that it is integrated into all policies and practises, training and services delivery.

The Directors, and all staff have a responsibility to be pro-active in promoting diversity and equality, and in tracking unlawful discrimination.

5. Responsibilities

Directors are responsible for ensuring that:

- A. Norris & Harding meets its legal obligations respect of legislation.
- B. With assistance from the Directors and Managers, the policy and its related action plans, procedures and strategies and arrangements are implemented.
- C. The policy is continuously reviewed, and the staff are provided with and attend appropriate training.

The Directors are responsible for:

- A. Ensuring that the policy and its related procedures, mechanisms and strategies are implemented effectively.
- B. Providing a consistently high profile lead on issues covered by the policy.
- C. Ensuring that all staff are aware of their responsibilities and accountabilities under the policy.
- D. Ensuring that appropriate action, under the policy, is taken against anyone who is found to have acted in any way in a discriminatory manner.

Managers have responsibility for:

- A. Implementing the policy and its related procedures and strategies.
- B. Ensuring that staff are aware of their responsibilities and given appropriate training and support.
- C. Taking appropriate action against anyone who discriminates.
- D. Ensuring that external partners are aware of the policy.
- E. Not discriminating if involved in the recruitment, promotion and management of staff.
- F. Delivering services to meet the needs of our diverse cliental.

Staff have responsibility for:

- A. Fostering an environment in which compliance with this policy is regarding as integral to their work.

- B. Striving to create an environment in which individual goals may be pursued without fear or intimidation.
- C. Not victimising any person who has complained, including complaints of harassment or unfair discrimination, or who has given information in connection with such a complaint.
- D. Being pro-active in their approach to discrimination within the workplace and to respond to situations appropriately, to ensure that the Equality and Diversity Policy is put into practice.

6. Implementation:

The Management have been trained to provide a more focus approach on policies and action plans with reference to race, religion, disability, gender, sexual orientation, age and to widening participation which can be developed, progressed and monitored.

A full implementation plan has been drawn up, and will be acted upon and regularly monitored by the Management to ensure that the principles are put into practice.

Appropriate training and support for employees will be provided where necessary to ensure successful implementation of the policy.

7. Communication

The Equality and Diversity Policy is available in hard copy from the company's head office, it is also on in the site office of any long term contract and is available on the companies web site www.betterbuilding.co.uk .

Training will be provided to staff to ensure awareness is raised and staff have a clear understanding of our equality and diversity policy and their responsibilities towards this.

8. Complaints

Any complaint will be taken seriously and dealt with in a timely and sensitive manner, in accordance with the appropriate grievance and disciplinary procedure.

Eric Chamberlain, Senior Accounts Manager is available for confidential consultation on any issues that concerns an individual member of staff relating to discrimination, bullying, harassment and victimisation.

9. Monitoring and Review Process

The policy will be reviewed annually to ensure it continues to meet the growing needs of business and the diverse culture in which we operate.

The Implementation plan will be reviewed regularly and at intervals not longer than 6 months.

All Norris & Harding's policies and processes will be reviewed regularly to ensure they do not intentionally / inadvertently discriminate against / disadvantage / exclude any groups of people or individuals.

We are committed to monitoring our staff profile across a range of diversity issues.

End of Policy.