

EQUALITY AND DIVERSITY STATEMENT

Hallsdale Insurance Brokers Limited is dedicated to promoting equality and diversity in the workplace. We are committed to creating a work environment that values and respects each and every individual, regardless of age, sex, race, marital/civil partnership status, disability, religious belief, sexual orientation, gender reassignment, pregnancy or membership in a trade union. All employees, contractors, temporary workers and job applicants will be treated fairly and equally under this policy. Unlawful discrimination or harassment of any kind will not be tolerated.

Employees will be encouraged to develop skills and maximise their full potential here at Hallsdale Insurance Brokers Limited. Selection for employment, promotion or any other benefit will be based on skill and ability. Through this Equality and Diversity Policy, we hope to maintain a diverse workforce that is reflective of the local community and attracts as many talented employees as possible.

OBJECTIVES

- To create a work environment where individual differences and contributions are recognised and valued
- To promote equality, dignity and respect for everyone in the workplace
- To understand how valuing diversity can improve our ability to serve our customers
- To give all employees an equal opportunity to train, develop and progress
- To review all employment practices and procedures regularly to ensure no job applicant or employee is discriminated against or receives less favourable treatment
- To provide information and training to all employees so they are aware of the issues and responsibilities associated with equality and diversity in the workplace
- To monitor and review this policy on a regular basis

RESPONSIBILITIES

In order for this policy to be successful, commitment to equality and diversity is required from every person in our workforce.

Senior management will:

- Require company-wide integration of this policy and provide full support as needed.
- Designate an Equality and Diversity Coordinator, Simon Drysdale to adopt, implement and monitor this Equality and Diversity Policy.
- The Equality and Diversity Coordinator will:
- Maintain, update and monitor the policy as required. This will include an annual audit on recruitment, selection, training, promotion practices, trends in employee pay, benefits and other related matters.
- Create a plan of action if changes are needed.
- Provide necessary training to managers, supervisors and employees.

Managers and supervisors will:

- Ensure that decisions made during recruitment, promotion, transfer or training do not discriminate against employees or job applicants.
- Ensure that any discrimination or harassment reported to them is dealt with fairly and promptly.

All employees will:

- Comply with this policy and be aware of the various forms discrimination and harassment can take
- Cooperate with management to help eliminate any discriminatory practices and report any instances of discrimination or harassment to a manager or supervisor.

EMPLOYMENT PRACTICE PROCEDURES

Advertising

Hallsdale Insurance Brokers Limited will use a variety of advertising methods in order to attract as many talented applicants as possible. Job vacancies will be advertised both internally and externally and shall state that 'Hallsdale Insurance Brokers Limited is an Equal Opportunity Employer and is committed to promoting equality and diversity in the workplace'. Additionally, our advertising will:

- Ensure we do not discriminate against or discourage any particular group from applying for vacant positions.
- Refer to a job description and person specification in order to give requirements for the position.
- Give clear instructions for the application process.

Recruitment, Selection and Promotion

All individuals will be recruited, selected and promoted based on their merits and abilities. Job applicants are to be scored against the job description and person specification. The highest-scoring applicants will be offered the position. Equal opportunities will be provided to both internal and external applicants, and positions will be open to all members of the community.

Training

All managers and supervisors involved in interviewing, selecting and promoting employees and job applicants will be properly trained on responsibilities under this policy and any relevant legislation, such as the Equality Act 2010.

All employees, including part-time and evening employees, will have equal access to a wide range of training opportunities. Special needs and requirements for people with disabilities will be taken into account where practicable.

Monitoring

Hallsdale Insurance Brokers Limited will maintain anonymous records on age, race, sex and the disability status of job applicants and existing employees. The Equality and Diversity Coordinator will be responsible for keeping these records. Monitoring will help us show whether individuals are being treated fairly during the selection, promotion and training processes. If any unfair or discriminatory practices are found, they will be investigated and an action plan will be put in place to remedy the situation.

Any information gathered for monitoring purposes will only be used for monitoring and protected from misuse. Statistics will be produced annually and presented to senior management for review.

UNFAIR DISCRIMINATION PROCEDURES

It is illegal to discriminate against an individual at work based on protected characteristics and memberships, such as age, sex, race, marital/civil partnership status, disability, religious belief, sexual orientation, gender reassignment, pregnancy or membership in a trade union. Hallsdale Insurance Brokers Limited will comply with all relevant legislation and will not tolerate discrimination, bullying or harassment of any kind. All employees should expect to be treated with dignity and respect whilst at work, and have an equal responsibility to treat their colleagues similarly.

Types of Discrimination and Harassment

- Direct discrimination – treating someone with a protected characteristic less favourably than others
- Indirect discrimination – putting rules or arrangements in place that apply to everyone, but that put someone with a protected characteristic at an unfair advantage
- Harassment – unwanted behaviour linked to a protected characteristic that violates an individual's dignity or creates an offensive or hostile environment for him or her
- This can include unwelcome physical, verbal or non-verbal conduct. It could be a single, isolated incident or a series of incidents.
- Bullying – persistent, offensive, abusive, intimidating, malicious or insulting behaviour which makes the recipient feel upset, threatened, humiliated or vulnerable and undermines his or her self-confidence; can lead to suffering and stress
- Victimisation – treating a person unfairly because he or she complained about discrimination or harassment

Age Discrimination

Hallsdale Insurance Brokers Limited does not discriminate based on age and employees will be assessed based on objective, job-related criteria. Employment and career development opportunities will be available to all employees, regardless of age. Managers and supervisors will avoid making assumptions about physical abilities and career intentions of older applicants or employees.

Sex Discrimination

Treating an employee or job applicant less favourably based on the person's sex is unlawful and will not be tolerated at Hallsdale Insurance Brokers Limited. Men and women will be treated equally at Hallsdale Insurance Brokers Limited and will be entitled to equal pay:

- If they do the same or broadly similar work,
- If their jobs are rated equivalent under a valid job evaluation study, or
- If their work is of equal value when compared in terms of the demands made upon the employee.

Race Discrimination

Hallsdale Insurance Brokers Limited does not discriminate based on race, colour, nationality or ethnic origin.

Marital/Civil Partnership Status Discrimination

Hallsdale Insurance Brokers Limited does not discriminate based on someone's marital or civil partnership status.

Disability Discrimination

Hallsdale Insurance Brokers Limited does not discriminate based on an individual's disability and recognises the wealth of talents and skills possessed by disabled people. All disabled applicants who meet the minimum qualifications for a vacant position will be considered based on their abilities. Hallsdale Insurance Brokers Limited will make reasonable adjustments to help overcome practical difficulties that disabled employees face in the workplace, including:

- Adjusting the premises and modifying or acquiring equipment
- Altering working hours
- Providing additional training

Hallsdale Insurance Brokers Limited will also make every effort to retain employees who become disabled whilst employed by the organisation.

Religious Belief Discrimination

Hallsdale Insurance Brokers Limited does not discriminate based on religious beliefs or the lack of religious beliefs. We are sensitive to the cultural and religious needs of our employees and will make provisions, as far as reasonably practicable, for leave for religious festivals and events.

Sexual Orientation and Gender Reassignment Discrimination

Hallsdale Insurance Brokers Limited does not tolerate discrimination based on a person's sexual orientation, including against a lesbian, gay man, gender reassigned individual, transsexual or bisexual person.

Pregnancy Discrimination

Hallsdale Insurance Brokers Limited does not discriminate against a job applicant or employee based on pregnancy and subsequent maternity leave.

Trade Union Membership Discrimination

Hallsdale Insurance Brokers Limited does not discriminate against a job applicant or employee based on trade union membership.

DISCIPLINARY AND GRIEVANCE PROCEDURES

Hallsdale Insurance Brokers Limited will take any complaints of discrimination, bullying and harassment seriously and will not victimise persons who make such complaints. All complaints will be dealt with promptly and confidentially. Anyone found in violation of this policy may be subject to disciplinary action, up to and including dismissal, under our disciplinary procedures. All alleged discriminatory behaviour will be fully investigated. If you are not satisfied after talking to your manager or supervisor, follow company grievance procedures.

POLICY EVALUATIONS AND UPDATES

This policy will be reviewed annually by the Equality and Diversity Coordinator to determine whether all aspects still meet the needs of this organisation. If there are significant events that take place during the year that indicate the policy is less than effective, an immediate evaluation will be conducted and appropriate steps taken to increase the reliability of this policy.