

Equality and Diversity

Introduction

Johnsons of Whixley recognise the need for an Equality and Diversity Policy. This policy aims to demonstrate to our employees, potential employees and clients that we are always striving to ensure equality of opportunity in our practices and procedures.

By assessing, recruiting and developing talent from the widest pool possible we can hopefully anticipate and react to our client's needs. We will strive to create an environment representative of and responsive to different cultures and groups where everyone has a chance to succeed.

Policy Statement

It is unlawful to discriminate directly or indirectly in recruitment or employment because of the protected characteristics in the Equality Act 2010 which are, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

We aim to create a working environment in which:

- All employees and potential employees are treated fairly and with respect at all stages of their employment
- All employees feel respected and are able to give their best
- All employees have the right to be free from harassment of any description

All employees have the right not to be victimised because of making a previous complaint or grievance under the Equality Act 2010

- All employees have a right not to be discriminated against due to association with another individual who has a protected characteristic
- All employees have a right not to be discriminated against due to others perception that an employee has a particular protected characteristic when he / she does not in fact have that protected characteristic
- All employees will have an equal chance to contribute and to achieve their potential.

Our policy in practice

Recruitment and selection

We have developed a clear policy and procedure to ensure our recruitment and selection practices are fair, transparent and encourage applications from all sectors of the community.

If appropriate our vacancies will usually be advertised internally. It is anticipated that some vacancies will also be advertised externally via a range of different methods.



Job descriptions will be devised for each job within our company and employee specifications will be used for each vacancy to specify the requirements for the post. The employee specification will detail the experience, knowledge and skills required for a post.

Wherever possible, as long as the needs of the business are met, we will consider flexible working arrangements for applicants who want to have a pro-active approach to their work and life balance.

The shortlisting process will be carried out by trained employees, using an employee specification and cross referencing that with the details an applicant has completed on a CV or by assessing an applicant's performance during a practical test. This will ensure a consistent and fair approach to the shortlisting process.

All employees who participate in the recruitment and selection process will participate throughout the whole process and be involved in devising the advert, shortlisting and interviewing. All employees involved in the process will receive training in recruiting and selecting the right employees and will also have an awareness of relevant legislation in recruitment and selection which includes equality legislation.

In order to ensure that we are attracting applicants from a wide cross section of the community we will monitor job applications. The equality monitoring information collated will then be reported to the Senior Management Group as required.

Learning and development and promotion

We have a learning and development policy which sets out our commitment to learning and development for all our employees. Therefore, all requests for learning and development will be given equal consideration. Learning and development activities related to business issues, managerial skills and competence, job related skills, continuous professional development and statutory requirements will be considered.

We regularly review our procedures to ensure that employees are selected, promoted and treated on the basis of their relevant merits and abilities.

All employees are given equal opportunity and encouraged to progress within the company wherever possible.

Disciplinary and dismissal

We have a disciplinary and dismissal procedure in place which clearly sets out the steps the company will take in respect of misconduct, gross misconduct and poor performance. All employees will be equally subject to this procedure.

It is clearly set out in our disciplinary and dismissals procedure that discrimination, harassment, victimisation and contravention of any equality legislation is classed as gross misconduct.



Harassment and bullying

We have a harassment and bullying policy in place which clearly defines both the informal and formal process which employees can use if they feel they are subject to harassment or bullying. The policy also identifies what harassment and bullying is and states that any behaviour of this kind is completely unacceptable to the company.

We take all complaints of harassment and bullying extremely seriously and are committed to ensuring that each complaint is dealt with thoroughly and appropriately.

Communication

Our Equality and Diversity Policy will help to create the necessary conditions for success. However, for it to be successful, it will require each employee to make his or her own contribution. Therefore the Policy will be brought to the attention of every employee (via their induction process and during their employment) and will be kept under regular review.

It is the duty of all employees to accept their personal responsibility for the practical application of the Policy but, at the same time, we acknowledge that the Senior Management Group have a specific responsibility for the implementation of the policy.

To safeguard individual rights under the Policy, any employee who believes that the company has applied inequitable treatment to him or her within the scope of the Policy, may raise the matter through the appropriate grievance procedure.

28th January 2019