

EQUALITY, DIVERSITY & INCLUSION POLICY

Aims and objectives	<p>Hill & Smith VRS Ltd is committed to creating and maintaining a diverse, inclusive, and equitable workplace where all employees are valued, respected, and provided with equal opportunities for personal and professional growth. This policy outlines our commitment to promoting equality, diversity, and inclusion (EDI) across all aspects of our organisation.</p> <p>The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.</p>
Status of this procedure	<p>This policy applies to all employees, apprentices, workers, job applicants and anyone else who has a contract to carry out work for Hill & Smith VRS Ltd personally. It does not apply to genuinely self-employed workers who run a profession or business on their own account.</p> <p>The procedure does not give contractual rights to individual employees. We reserve the right to change our policy at any time and we will notify you in writing of any changes.</p>
Policy Statement	<p>Equality: Hill & Smith VRS Ltd is committed to ensuring equality of opportunity in all aspects of employment, including recruitment, training, development, promotion, and termination. We prohibit discrimination on the basis of race, colour, ethnicity, religion, gender, sexual orientation, gender identity, age, disability, marital status, or any other characteristic protected by applicable laws and regulations.</p> <p>Diversity: We recognise and celebrate the diversity of backgrounds, experiences, perspectives, and ideas that our employees bring to the workplace. We believe that diversity fosters innovation, creativity, and success, and we are committed to creating an environment where everyone feels valued, included, and empowered to contribute their unique talents and insights.</p> <p>Inclusion: Hill & Smith VRS Ltd is committed to fostering an inclusive culture where all employees feel welcome, respected, and supported. We strive to create a work environment that promotes collaboration, open communication, and mutual respect, free from harassment, discrimination, and bias. We encourage and empower employees to speak up, share their opinions, and contribute to a culture of continuous learning and improvement.</p>
General Principles	<p>This policy reflects our commitment to good practice and identifies the key issues as an employer. It takes account of legislative and regulatory requirements and to integrate equality, diversity, and inclusion into everything we do.</p> <p>The policy's purpose is to:</p> <ol style="list-style-type: none"> 1. provide equality, fairness, and respect for all in our employment, whether temporary, part-time or full-time 2. not unlawfully discriminate because of the Equality Act (2010) protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation. 3. oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms, and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

Responsibilities	<p>Management: Senior management is responsible for championing equality, diversity, and inclusion initiatives and ensuring that EDI principles are integrated into all aspects of our organisation's policies, practices, and decision-making processes.</p> <p>Employees: All employees are expected to adhere to this policy, treat others with respect and dignity, and contribute to creating an inclusive and welcoming workplace environment. Employees are encouraged to report any instances of discrimination, harassment, or unfair treatment to the appropriate channels as outlined in our harassment and grievance procedures.</p>
Core Principles	<p>Hill & Smith VRS Ltd commits to:</p> <p>Encouragement of EDI: We believe that promoting equality, diversity, and inclusion is not only a moral imperative but also a strategic business practice that contributes to our success and sustainability.</p> <p>Zero Tolerance for Bullying, Harassment, and Discrimination: We are dedicated to maintaining a working environment free from all forms of bullying, harassment, victimisation, and unlawful discrimination. We uphold the dignity and respect of all individuals and value the diverse contributions of our staff.</p> <p>Rights & Responsibilities: It is the responsibility of all employees, including managers, to understand and uphold equal opportunity principles, prevent instances of bullying, harassment, victimisation, and unlawful discrimination, and contribute to fostering an inclusive workplace culture.</p> <p>Accountability: All employees are accountable for their conduct, and they, as well as the organisation, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination against fellow employees, customers, suppliers, and the public.</p> <p>Complaint Handling: Complaints of bullying, harassment, victimisation, and unlawful discrimination will be taken seriously, investigated promptly, and addressed through the organisation's grievance and disciplinary procedures. Such behavior will be treated as gross misconduct and may result in dismissal without notice.</p> <p>Understanding Sexual Harassment: Employees are informed that sexual harassment is both an employment rights matter and a criminal offence. Acts of harassment under the Protection from Harassment Act 1997 are also subject to legal consequences.</p> <p>Opportunities for Development: We are committed to fostering a culture where all employees have equal opportunities for training, development, and advancement. We will support and encourage employees to realise their full potential, contributing to organisational efficiency and success.</p> <p>Review and Compliance: We will periodically review our employment practices and procedures to ensure fairness and compliance with relevant legislation. The Equality, Diversity, and Inclusion policy will be updated accordingly to reflect changes in the law and organisational needs or developments.</p> <p>Monitoring and Evaluation: We will monitor the demographic composition of our workforce, including age, gender, ethnic background, sexual orientation, religion or belief, and disability, to assess progress in promoting equality, diversity, and inclusion.</p> <p>Continuous Improvement: We are committed to assessing the effectiveness of our Equality & Diversity policy through regular reviews and taking corrective action to address any identified issues or concerns.</p> <p>Hill & Smith VRS Ltd is committed to fostering a workplace culture that embraces and celebrates equality, diversity, and inclusion in all its forms. By promoting diversity of thought, experiences, and perspectives, we believe that we can better serve our employees, customers, and communities, and drive sustainable business success.</p>

Compliance	Hill & Smith VRS Ltd is committed to complying with all applicable laws, regulations, and industry standards related to equality, diversity, and inclusion, including but not limited to anti-discrimination laws, equal employment opportunity regulations, and diversity reporting requirements.
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