

# DIVERSITY AND EQUALITY OF OPPORTUNITY POLICY

ОБЪЯВЛЕНИЕ ПОЛИСЫ  
РАВЕНСТВА

STYLES&WOOD believes that its strategic business objectives and vision can only be achieved if we make full use of the talents and resources of all our employees.

By maximising the potential of all our people we will develop a consistent standard of quality delivery and a reputation with our customers and partners of being a professional and successful organisation.

In order to develop an individuals potential we need to recognise and value the broad range of visible and non-visible differences that characterise people and capitalise on these differences in working towards our goals.

Some of these differences include gender, age, ethnic origin, family status, religion or belief, sexual orientation, disability, physical appearance and work-style.

By understanding, respecting and using these differences we can meet individual needs, improve teamwork and problem solving and so improve our service to customers.

STYLES&WOOD will seek to eliminate unfair discrimination and is committed to the fair treatment of all individuals irrespective of individual differences such as gender, age, ethnic origin, family status, religion or belief, sexual orientation, disability or other factors.

This policy demonstrates the Company's commitment to comply with all current and foreseeable discrimination legislation and related employment law.

## **APPLICABILITY**

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All Employees of STYLES&WOOD Ltd

## **EFFECTIVE FROM**

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1st October 2010

## **FOR MORE INFORMATION**

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about this procedure or if you wish to provide feedback, please email the HR team at:

**[payroll@stylesandwood.co.uk](mailto:payroll@stylesandwood.co.uk)**

Our vision of equality of opportunity and a diverse organisation will be achieved by our commitment to key principles in the way that we work and manage our people.

### **1.1 RECRUITMENT AND SELECTION**

The Company commits to using fair and objective recruitment processes for both external and internal appointments and career progression opportunities.

The selection process will be based on a job description which describes the experience, knowledge and skills that are needed for the safe and effective performance of the job. Selection decisions will be made on the basis of employees' abilities, skills, potential and other job relevant competencies.

No employee or job applicant will receive less favourable treatment on grounds which are not related to the job e.g. gender, race, age, disability.

Reasonable adjustments and relevant facilities will be provided during the selection process for disabled applicants, if required, to ensure that they are able to be considered on their merit in relation to the skills required for the role. The Company will also consider positively how reasonable adjustments can be made to the job role or the environment to enable disabled employees and applicants to fulfill the job requirements and perform effectively.

### **1.2 PEOPLE FIRST POLICIES AND PROCEDURES**

The Company is committed to developing people management policies and practices that reflect current legislation and good practice in diversity issues. This includes providing fair and reasonable Disciplinary, Grievance and Dignity at Work procedures that support standards of behaviour and conduct and enable prompt and effective resolution of conflict at work.

### **1.3 PAY AND BENEFITS**

The Company is committed to the concept of equal pay for equal work and will monitor its compensation processes to ensure that unfair discrimination does not occur.

Decisions regarding pay and benefits will be made in relation to an individual's job role and performance, skills and experience.

**1.4 TRAINING AND DEVELOPMENT**

The Company commits to supporting all employees to achieve their potential and make their maximum contribution towards business goals by providing them with relevant training and development opportunities.

The Colleague Development Review will be used to identify development needs and any specific individual requirements.

All employees will be effectively inducted into the company and made aware of the Dignity at Work Policy and their individual responsibilities.

**1.5 DIGNITY AT WORK**

The Company is committed to building a positive and co-operative climate built on trust, respect and openness.

Our aim is to create a working environment in which all employees are treated with dignity and respect. We will seek to eliminate any harassment or behaviour, which contravenes these principles of encouraging diversity and equality of opportunity.

The Dignity at Work Policy outlines in more detail the expected standards of behaviour and the procedure to be followed in relation to complaints of bullying and harassment.

**1.6 MONITORING**

Both STYLES&WOOD employees and job applicants are requested to provide certain reasonable personal data in order to ensure that our policies and employment practices are applied equitably throughout the company. Such information will be collected when you apply, when you become a member of STYLES&WOOD and from time to time, as requested.

Any such information collected will be treated confidentially and will only be used for the purpose of monitoring whether our practices meet the aims stated in this Policy.

**2.1 ALL EMPLOYEES**

All employees have a responsibility to promote the objectives of Diversity and Equal Opportunity through appropriate action and behaviour. Failure to act within the principles and standards of this Policy will be taken seriously and may result in disciplinary action or dismissal.

It is the responsibility of all employees to make the Company aware of any breaches of this policy and where possible to provide direct feedback to colleagues whose behaviour or actions conflict with the principles of this policy. If you believe you have not been treated equitably in accordance with this Policy you should raise the matter with your manager or refer to the company's Grievance Procedure.

The Dignity at Work policy provides procedures to assist individuals with dealing with inappropriate behaviour and harassment.

**2.2 MANAGERS AND LEADERS**

Management is responsible for ensuring policy implementation including monitoring and identifying and addressing any deviations from the Policy that may occur.

Managers and Leaders are expected to demonstrate good practice and act as role models in their own behaviour and attitudes relating to Diversity and Equality of Opportunity.

Where we work in partnership with other organisations managers will be expected to encourage our partners to share our principles in relation to equality of opportunity, fair treatment and the promotion of diversity.

**2.3 PEOPLE FIRST TEAM**

The People First Team has a particular responsibility to ensure that this Policy is implemented effectively. The team will monitor employment practices and identify areas where improvements can be made or where potentially discriminatory practices may be removed.