



Title: Equality and Diversity Policy

Issue Date: 1st May 2015

<p>Policy</p>	<p>Crest Nicholson values equality and diversity in employment, and we select and promote employees based on their aptitudes and abilities, not their sex, sexual orientation, marital status, race, nationality, ethnic or national origin, age or disability. Everyone is different and has something unique to offer.</p> <p>Our Equality and Diversity Policy ensures that all employees and job applicants are accorded equal opportunities for recruitment, remuneration, access to benefits, training and promotion, together with an on-going emphasis on monitoring and developing the diversity of our workforce.</p> <p>We recognise the benefits of a diverse workforce and proactively seek to create and maintain a balanced workforce at all levels and across all divisions.</p> <p>Workplace discrimination or harassment will not be tolerated and will be handled under our disciplinary and grievance procedures.</p>
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<p>Background</p>	<p>Diversity is about understanding, recognising, respecting and valuing differences.</p> <p>Equality is about managing differences so that everyone has equality of opportunity through a fair and consistent approach to the application of rules, policies and procedures.</p> <p>The Equality Act 2010 makes it unlawful for a business to discriminate against an employee based on a set of “protected characteristics” which are: Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.</p> <p>Types of Discrimination include:</p> <p>Direct Discrimination might occur when a person is treated less favourably because of their age, gender, race, colour, ethnic or national origin, marital status, disability. Direct discrimination can only be justified when there is a ‘genuine occupational qualification’ (e.g. the right to employ only women in a female changing room).</p> <p>Indirect Discrimination might occur when an employer imposes a condition or requirement in relation to a job which tends to adversely affect one particular group more than others. For example, refusing to employ single parents will affect both men and women but it would tend to affect women more and could therefore be considered indirectly discriminatory.</p> <p>Victimisation might occur when an employer treats an employee less favourably than other employees on the grounds that the employee has brought, intends to bring, or is suspected of bringing, proceedings against the company or raises a grievance.</p>
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Function: Policies and Procedures

<p><u>Procedure</u></p>	<p>Crest Nicholson takes its responsibilities towards equality and diversity very seriously and strives at all times to employ and support a diverse workforce where employees are respected and appreciated for their contribution and not characterised or measured according to discriminatory factors.</p> <p>Recruitment and Promotion</p> <p>No employee or job applicant shall receive less favourable treatment because of his/her sex, sexual orientation, marital status, race, colour, nationality, ethnic or national origin, age, disability or any other condition or requirements which cannot be shown to be justifiable.</p> <p>Job descriptions should not be worded to advantage certain characteristics and should list requirements and criteria which are directly related to the job and which are applicable to all candidates. Recruitment advertisements, whether internal or external, should be developed from the basic requirements specified in the job description and should be worded so that there is no unlawful discrimination, either direct or indirect.</p> <p>Recruitment and selection processes must ensure that the assessment of a candidate's suitability for the job is based on job related criteria to educational requirements, skills, aptitudes, knowledge and experience required for the job. Essential criteria covering personal qualities and circumstances must also be directly related to the job. Selection processes should take into account the Group's overall diversity mix and challenge whether any particularly underrepresented group has been properly considered in the selection process.</p> <p>Any skills tests or psychometric testing must be appropriately validated, be free of sex, age, racial or disability bias and be administered by an appropriately qualified person. The content of such testing should be designed considering all backgrounds and protected characteristics so as to give maximum opportunity to all candidates.</p> <p>In any selection process the ability to perform the job will be the critical factor. Managers are trained and advised on best recruitment practices to support objective and balanced recruitment decisions. Reasons for decisions whether or not to appoint should be recorded and made available to unsuccessful candidates upon request.</p> <p>Training</p> <p>Training and development opportunities should be made available to all employees, in accordance with their own skills, experience and qualifications and the requirements of their role. Special arrangements may need to be made around location and start/finish times in order to ensure equality of opportunity to access to training.</p> <p>Terms and Conditions of employment</p> <p>The criteria governing job evaluation, pay, grading and all other employment benefits, facilities and services should be monitored and maintained so that in practice there is no discrimination.</p> <p>Disabled Employees</p> <p>The Company acknowledges the difficulties disabled people face in securing employment. When considering disabled people for a job, we will always consider what the person can do and not what he or she cannot do.</p>
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NB: Copies of documents and forms that must be used, together with a work instruction explaining how they should be used are contained within the Appendix at the end of this document.

Function: Policies and Procedures

	<p>The company also recognises its obligation to make reasonable adjustments to the workplace and to its employment procedures to assist applicants or employees. The company will discuss individual needs with persons with disabilities and, where appropriate, take expert advice.</p> <p>The company shall, as far as is practicable, provide help and assistance to any existing employee who becomes disabled and wishes to remain in employment.</p> <p>Termination of employment</p> <p>Policy and procedure relative to the termination of employment, particularly where selection criteria for redundancy are concerned, shall be designed to ensure that they are not discriminatory.</p> <p>Grievance procedure</p> <p>If any employee considers they have received less favourable treatment on any of the grounds listed above they should speak to their immediate manager or refer the matter to a member of the HR Department. Any such complaints will be treated in the strictest confidence and will follow the procedures detailed under the Company Grievance procedure.</p> <p>No employee will be victimised for bringing a complaint of unlawful discrimination in good faith, and Crest Nicholson will treat any retaliation against the complainant as a serious disciplinary matter.</p> <p>Discipline</p> <p>Employees may not commit, authorise, contribute to, or condone, any acts of discrimination. Individual employees, as well as the company, can be liable to pay damages if they are found to have discriminated against another employee or applicant.</p> <p>An employee, who discriminates against, harasses or victimises another employee on the grounds of sex, marital status, sexual orientation, religious belief, colour, race, nationality, ethnic origin, age or disability will be subject to the company's Disciplinary Procedure. Serious acts of discrimination, harassment or victimisation are deemed to constitute gross misconduct and may result in summary dismissal.</p>
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<p><u>Assurance</u></p>	<p>Every line manager and employee has personal responsibility for ensuring that they and those who report to them understand the terms and the spirit of this policy and that it is properly and fully implemented.</p> <p>It is the responsibility of the HR Department to develop, monitor and maintain policies and procedures to ensure that their application is non-discriminatory and to encourage diversity and progression towards a fully diverse workforce. The HR Department is also responsible for ensuring that the Equality and Diversity Policy is effectively communicated and for providing specialist advice and guidance when required to do so.</p> <p>We monitor exit interview information and our annual turnover and report the diversity breakdown of our staff in our annual report and in internal monthly management reports.</p>
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