

EQUALITY AND DIVERSITY

1.0 Purpose

We believe employee diversity is an asset to our business. Men and women of various ages from different backgrounds and cultures, with a range of different experiences and capabilities, help us understand and serve our customers and reach our business objectives.

In May Gurney's commitment to Be the Best we aim to create a working culture that respects the value of differences among colleagues and encourages individuals to contribute their best. We strive to ensure equality of access, process, and outcomes within an environment that is inclusive, open, flexible and fair.

2.0 Scope

This policy applies to recruitment and selection, terms and conditions of employment (including pay, promotion, work assignment training, transfer) and every other aspect of employment.

This policy covers the following:

- Equal opportunities
- Diversity
- Dignity at work

This policy applies to all May Gurney employees and also relates to all prospective employees, contractors, agency workers, clients, customers and suppliers.

3.0 Policy

May Gurney is committed to managing Equality and Diversity as an employer and a prospective employer. In line with this commitment, our policy is to eliminate all unlawful and unfair discrimination and value the differences that a diverse workforce brings to the organisation.

It is the express policy of May Gurney that:

- All employees are aware of the Equality and Diversity Policy and the Company's intention to provide equality of opportunity for all employees
- Open opportunities are provided to all and any employment related decision will be fair and transparent, based solely on merit and ability to meet the requirements of the job. This applies to recruitment, promotion, performance appraisal and training.
- Data relating to the composition of the workforce will be updated regularly.
- All individuals are treated fairly, with dignity and respect, are provided with a safe & supportive environment and are not subject to inappropriate behaviour.
- There is no direct or indirect discrimination against any person on any irrelevant grounds.

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- All employees co-operate with measures introduced by the Company for employees to inform the employer if they suspect that discrimination is taking place.
- Action will be taken against any employee, contractor, agency workers, clients, customers and suppliers who do not comply with this policy.

3.1 Equality

It is our policy to treat all partners, employees, prospective employees, contractors, clients, customers and suppliers fairly and equally regardless of their gender, sexual orientation, transgender, race, colour, nationality, ethnic or national origin, religious belief, age, disability, working patterns, responsibility for dependants, union membership status or any other irrelevant factor.

3.2 Diversity

We value all differences within the workplace and consider both visible and non-visible differences to be key in developing an innovative and creative working environment. We recognise the benefits that different people with different backgrounds and experiences can bring in understanding the needs of a diverse customer base and that harnessing these differences will create a productive environment where individual's talents are being fully utilised and in which organisational goals are met

3.3 Dignity at Work

Our aim is to promote a climate in which employees feel able to raise complaints of harassment, bullying or discrimination without fear of victimisation. It may be appropriate in some circumstances to explore specific instances of behaviour or action informally to seek an agreed way forward and to rebuild relationships where possible.

We regard harassment, bullying and discrimination as unacceptable and offensive to employees, employers, contractors, agency workers, clients, customers and suppliers alike.

All our policies and practices have been developed to support the Company's ongoing commitment to Equality & Diversity, in particular:

- Recruitment Policy
- Harassment Policy
- Family and Dependents Policies
- Employee Wellbeing Statement
- Code Of Conduct
- Health & Safety Policy
- Learning & Development
- Attendance Policy
- Whistle Blowing Policy

EQUALITY AND DIVERSITY**4.0 Responsibilities**

All employees are required to be familiar with this policy and associated procedures and have an individual responsibility to comply with its terms. All employees have a legal duty not to discriminate against other staff members, potential employees, clients or customers and are required to fully support and promote the principles of the Equality & Diversity policy. Any breach or alleged breach of the policy will be taken seriously, investigated and may result in action under one or more of the organisation's harassment, disciplinary or grievance procedures. In serious cases such behaviour may constitute gross misconduct and may result in dismissal.

Directors and Line managers are responsible for implementing and ensuring compliance and understanding of the policy. Support and guidance is available from Sector HR.

4.1 Communication of Policy

- The Company will communicate this policy to all stakeholders through the Company Website
- Employees will receive training on Equality and Diversity, to ensure understanding and compliance with this Policy
- The Equality & Diversity Policy will be communicated to all employees and will be available on the May Gurney Intranet and Website.

5.0 Review Date

This policy will be reviewed annually and in line with relevant legislation.