

EQUALITY AND DIVERSITY STATEMENT

1 Policy

We strive to consistently be an equal opportunity employer, which means always offering equal treatment to all job applicants and employees, irrespective of Age, Race, Sex, Gender Reassignment, Disability, Sexual Orientation, Religion or Belief, Pregnancy or Maternity and Civil Company or Marriage (known collectively as “protected characteristics”).

We will also not discriminate because of working patterns or trade union membership nor will we tolerate harassment or bullying on these or any other grounds. Any unintentional act which occurs will be promptly investigated and appropriately remedied as quickly as possible.

Equal opportunities have to be implemented in every area of our work. These principles of non-discrimination and equality of opportunity also apply to the way in which we treat any tenants, staff, contractors, other consultants, and clients.

Wyatt Carruthers Jebb Ltd wants to ensure a working environment where everyone will receive equal treatment and be valued for their individual contribution to the Company, and where everyone will be always treated with respect.

No act of discrimination, victimisation, bullying or harassment will be tolerated. Any act or practice of direct or indirect discrimination by any employee is strictly prohibited. There is no exception this to rule.

2 Principles

- Wyatt Carruthers Jebb Ltd aims to foster an environment where everyone is valued and respected. The Company will not tolerate any intentional act of direct or indirect discrimination.
- The sole criterion for selection or promotion is the suitability of the individual for the job. The criteria for determining allocation of work tasks, attendance and access to training, and any other work activities will be professional suitability, ability and experience, relevance, and alignment to business objectives.
- Each employee has a duty (both morally and legally) not to discriminate against, victimise and/or harass individuals or groups; doing so will be regarded as a disciplinary matter up to and including gross misconduct, and could lead to summary dismissal.
- All employees have a duty to treat each other professionally and with respect, and to always ensure the fair treatment of our colleagues.
- Anyone who witnesses or suspects that any act or practice of bullying, harassment, victimisation or discrimination exists or has occurred against someone else MUST bring the matter to the attention of their manager or a director immediately so that it can be investigated.
- If any member of staff has a disability, or they become disabled – identified for the purposes of the Disability Discrimination Act as “a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities”, they must notify their immediate Manager or Director so that reasonable adjustments can be considered.

- If any member of staff considers that they have been unfairly disadvantaged, harassed, victimised, bullied or discriminated against in any way, we would encourage them to report the matter to their immediate Manager or to a director in order that the issue can be investigated and resolved.

3 Indicators of Success

Directors and managers:

- Challenge unacceptable behaviour and create a climate where complaints can be raised without fear of reprisal.
- Take firm action where unfairness or inconsistency exists.
- Encourage and support diversity.
- Demonstrate and promote considerate and fair behaviour.
- Treat staff with dignity and respect and recognise and value individual skills and contributions.

4 Implementation

The Directors take overall responsibility for the development of equality and diversity, led by example and ensure that progress is reviewed, and further actions instigated as necessary.

The cooperation of all staff is essential for the success of this policy. Everyone is expected to adhere to the rules and spirit of equality principles, and to treat our colleagues, contractors, suppliers and clients with respect, consideration and without prejudice and to always promote the same levels of behaviour in others in a manner which is respectful.

- Ensure that all job applicants receive full and fair consideration. All vacancies will have a job description and person specification prepared and the shortlisting criteria will be based on the person specification.
- Ensure all applicants applying for positions with WCJ will be considered on merit and will be evaluated based on their suitability to perform the job role being advertised. All selection decisions will be made in accordance with the Equality and Diversity Policy.
- Maintain and review records in recruitment, training, and employment to identify areas of inequality and take appropriate action if monitoring reveals under-representation in any area.
- Recruitment and selection procedures are reviewed periodically by the Directors to ensure adherence to all relevant Company policies.
- Ensure all our employees receive fair consideration of their training and career development needs and promotion opportunities.
- Respond promptly and treat incidents seriously, ensure that the victims of incidents are supported and deal effectively with the perpetrators.

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