



## EQUALITY, DIVERSITY AND INCLUSION (EDI) POLICY

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<b>Owner:</b>	Chris Hoare	<b>Control Status:</b>	Uncontrolled When Printed	<b>Status:</b>	ISSUED

### 1. Policy Statement

Christopher Hoard Tree Services Ltd are committed to promoting equality, diversity and inclusion (EDI) for our employees, our suppliers and our clients.

We reflect this commitment by strictly adhering to current legislative requirements contained in the following and subsequent legislation as it emerges:

- Equal Pay Act 1970 (Equal value amendment 1984)
- Rehabilitation of Offenders Act 1974
- The Protection from Harassment Act 1997
- Human Rights Act 1998
- Maternity and Parental Leave Regulations 1999
- Employment Rights Act 1996 and 2002 (as amended)
- Employment Relations Act (1999)
- Paternity and Adoptive Leave 2003 and Amendment Act 2006 (and as amended)
- The Works and Families Act 2006
- The Equality Act 2010
- Carer’s Leave Act 2023
- Neonatal Care (Leave and Pay) Act 2023
- Maternity Leave, Adoption Leave and Shared Parental Leave (Amendment) Regulations 2024
- Paternity leave (Amendment) Regulations 2024

This policy also encompasses all legislative requirements deriving from the introduction of the Equality Act 2010.

We will endeavour to fully support the principles of equal opportunity and promote diversity and inclusion in all we do, and we are committed to ensuring that all of those employed, hired or contracted by us, and those to whom we provide a service, are treated with respect , fairness and without discrimination or harassment.

We will be particularly mindful of ensuring that no-one suffers direct or indirect discrimination on the grounds of any of the following protected characteristics:

**Age, Disability, Gender reassignment, Marriage and civil partnership, Pregnancy and maternity, Race, Religion or belief, Sex, Sexual orientation.**

We will also be mindful of the impact of neurodiversity, learning style and learning ability and consider reasonable adjustments and how we can ensure accessibility and appropriate support for employees, customers or contractors whom this may impact.

## 2. Who It Applies To & Where

This policy applies to everyone that we employ including sub-contractors. We also encourage the same standards from our customers, clients and any interaction or communication we have with the public where appropriate.

This policy applies to all worksites controlled by the business as well as any social events directed by it. This includes any work related communication between employees in or out of normal working hours.

## 3 What We Will Do

We are a small business, so this policy reflects our business type and structure to make it easy to follow. We promote and maintain open two way communication between all our staff members at every level through an active open door policy.

The following policies, processes and procedures support our commitment to equality, diversity and inclusion for everyone under the current and emerging legislative requirements:

- **Customer Service Standards**
  - Integrated Management System
  - Quality & Customer Care Policy
  - Terms & Conditions of Business
  - Customer Complaint & Dispute Procedure
  
- **Employment Standards**
  - Employment & Recruitment Procedure
  - Employee Grievance Resolution Policy and Procedure
  - Whistleblowing Procedure
  - Anti-Bullying and Harassment Procedure
  - Wellbeing and Mental Health Policy & Procedure
  - Attendance Policy and Procedure
  - Medical Questionnaire and annual medical assessments
  - Accident & Incident Reporting

We demonstrate our commitment and adherence to equality, diversity and inclusion through active training and assessment as well as operational and administrative activities by:

- Publishing a clear statement of our commitment to equality, diversity and inclusion in this policy.
- Ensuring all staff, contractors and clients are aware of our commitment in this area, what behaviour is and isn't acceptable within our workplace, and company arranged social events, and how any concerns should be raised if they arise. This is covered during staff and contractor induction and in contractual documents.
- Upholding and maintaining the Human Rights of all those affected by our activities.
- Showing no bias, direct or indirect discrimination in respect of any individual who demonstrates or identifies with any one or a combination of protected characteristics.

- Showing no bias, direct or indirect discrimination in respect of any individual who is associated with a person who demonstrates or identifies with any one or a combination of protected characteristics.
- Showing no bias, direct or indirect discrimination in respect of any individual who is perceived to demonstrate or identify with any one or a combination of protected characteristics, whether they possess any characteristics or not.
- Ensuring all policies do not indirectly discriminate against individuals who possess protected characteristics.
- Protecting the rights of individuals through the adoption of published complaints and grievance resolution policies.
- Ensuring anti-harassment and bullying procedures adhere to this policy and current legislation, and staff are made aware of them and what behaviour constitutes bullying and harassment during their induction.
- Ensuring the learning needs of trainees and candidates are met by developing effective learning and assessment strategies.
- Considering and making reasonable adjustments where possible to ensure every individual has equal opportunity to participate in recruitment, employment and development activities and that specific needs are considered and responded to in a supportive and consistent manner.
- Ensuring this policy is adhered to during both works related as well as social events directed by the business.

We ensure that all staff, potential staff and clients have access to the Equality, Diversity and Inclusion policy by:

- Ensuring staff and directly employed sub-contractors are issued with the policy when employed or contracted.
- Posting the policy on our website.
- Reissuing the policy to staff and staff and directly employed sub-contractors if the policy is subject to significant change.
- Directing potential staff and clients to the policies via advertisements and electronic communication as appropriate.

We monitor compliance with the policies as follows:

- By responding to complaints as our dispute, grievance and complaints policies direct.
- Positively investigating any concerns raised by staff or clients relating to equality, diversity and inclusion and monitoring these to identify any potential risk or requirement for further action.
- Encouraging staff feedback during weekly meetings and client feedback where equality, diversity and inclusion are a key operational component e.g. training and seminars.
- Compliance with 3rd party equal opportunity data collection and data recall.
- Promoting an 'Open Door' communication policy between management and operational staff.

This policy will be reviewed annually and where there are changes to the law or in the light of an equal opportunities issue arising in the business.

**Signed on behalf of the business:**



**Date: 20/09/2024**

**Managing Director**

**Revision & Review Log**

<b>Rev</b>	<b>Detail</b>	<b>By Whom</b>	<b>Date</b>
	First Issue	Tony Lane	10/08/12
	Minor Changes	Tony Lane	13/11/12
	Complete review added URN.	Tony Lane	29/01/21
	Change Business Name to possessive 'we'. Minor typos. Add revisions log. Backdate revision	Tony Lane	29/01/22
	Complete update – positive direct language used. Legislation list updated.	Tony Lane	26/01/23
4 (6)	AML0146 Issued for consultation	Tony Lane	17/05/23
5	Updates to Legislation list and list of activities undertaken by the Company	Natalie Crates	16/09/24