



# Personnel Procedures Manual

CSR, Equality & Diversity Policy

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## **1. MANAGING EQUALITY & DIVERSITY**

As part of J. R. Pridham's (JRP) on-going commitment to equality & diversity, JRP aims to create an environment which actively promotes equality of opportunity, embraces diversity, and is free from bullying and harassment.

All employees, clients and suppliers are to be treated with dignity, respect and consideration, and are to be made to feel valued and welcome within JRP. No existing or prospective employee will receive less favourable treatment on the grounds of age, colour, disability, ethnic or national origins, gender, marital or family status, race, religion or beliefs, or sexual orientation; nor be disadvantaged by the use of conditions, requirements or practices which cannot be shown to be justifiable and essential to performance of the job.

In order to promote a pleasant, harmonious working environment based upon the principles of fairness and opportunity for all, JRP operates the following policies and procedures:

## **2. Equal Opportunities**

It is our shared responsibility to ensure that the principles of equality of opportunity govern all that we do as a Company, not only within the employment relationship, but also extending to pre and post-employment activities, and to our day-to-day interactions with customers, clients, suppliers and contractors. This includes such activities as advertising, interviewing and selecting, training, appraising, promoting, providing references, and throughout the disciplinary and dismissal procedure.

## **3. Employer's Responsibilities:**

JRP will fulfill this commitment to equal opportunities by:

- Recognising its legal obligations under the Equal Pay Act 1970, Sex Discrimination Act 1975, Race Relations Act 1976, Disability Discrimination Act 1995, Employment Equality (Sexual Orientation) Regulations 2003, Employment Equality (Religion or Belief) Regulations 2003, Employment Equality (Age) Regulations 2006 and any other associated legislation and appropriate case law, updating and reviewing the policy as appropriate to take into account any necessary changes.
- Regularly reviewing its selection criteria, policies and procedures to maintain a system where individuals are selected, promoted, trained and treated purely on the basis of their relevant aptitudes, skills and abilities.
- Ensuring that all future policies and procedures regarding employment issues are developed in strict accordance with this policy.
- Devising and ensuring the implementation of systems for monitoring the effectiveness of employment practices to ensure that they are consistent with the aims of this policy, appropriately reflect the needs of our employees and serve to actively promote equality of opportunity in all aspects of employment
- Distributing and publicising this policy throughout JRP.
- Providing guidance and training to all Managers, and staff with recruitment or training responsibilities, on equal opportunities best practice.
- Providing facilities for any employee who has concerns about the operation of this policy, or who feels that they have been unfairly treated in any way, to raise the matter through JRP Grievance Procedure.
- Regarding any deliberate discriminatory action, including harassment, by any employee as a serious disciplinary offence.



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## **4. Employees' Responsibilities**

It is the duty of all employees to accept their personal responsibility in the practical application of this policy, and to ensure that if they are aware of any other member of staff breaking these rules, they report it immediately to their manager.

## **5. Managers' Responsibilities**

Whilst all employees must accept their personal responsibility for the successful application of this and all related policies, specific responsibility falls upon Managers, supervisors and individuals professionally employed in recruitment and training to ensure that all activities fall within the scope and provision of this policy and that all personnel for whom they are responsible, understand and comply with this and related policies.

## **6. Recruitment**

All staff responsible for recruitment and selection activities must ensure that careful consideration is given to the wording and appropriate placement of advertisements to encourage applications from a diverse range of applicants.

All adverts must clearly communicate that we are an "Equal Opportunities Employer".

Job descriptions and person specifications must accurately reflect the duties of the post and be free from any unnecessary requirements; and must form the basis for questioning at interview.

All questions, test and scoring criteria shall be applied consistently to all candidates and shall be free from bias or features that could disadvantage or indirectly discriminate.

All appointments shall be made purely based on suitability for the post.

To meet our duties under the Immigration and Asylum Act 1999, all applicants for employment shall be asked to provide evidence of their eligibility to work in the UK.

Under no circumstances must information provided with regards to the applicants age, race, religion, national or ethnic origin be used for anything other than monitoring purposes and must be kept separate from the application form and supporting documentation at all times.

Such information will be used to monitor the effectiveness of our policies in ensuring that the diversity of applicants received is appropriately reflected in those offered employment with the Company, and to ensure that no individuals or groups are being disadvantaged by our practices. Where there is an indication that a practice could be causing disadvantage in any way, the Managing Director must be informed immediately, so that action may be taken to address this.

## **7. Training & Development**

Training and development opportunities shall be made available to all members of staff and shall be based upon individual need and job requirement. All employees shall be encouraged and supported to take up training opportunities.

## **8. Promotion**

The decision to promote shall be based solely on an individual's ability to meet the performance requirements of the position and shall disregard any factors that cannot be shown to be relevant to performance. Promotional opportunities shall be extended as widely as possible to encourage applications from all groups of staff.



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## **9. Policy Aims**

The Company aims to promote the values of fairness and opportunity, with a view to creating a harmonious, pleasant working environment that is both beneficial to the health and well being of employees and to the productivity and success of the Company.

## **10. Raising Concerns**

Any employee who has concerns about the effectiveness of these policies or has reason to believe that another employee has not adhered to or acted within the spirit of these policies should raise their concerns in the first instance, to their immediate supervisor or Line Manager. Issues of a more serious nature, or those which cannot be satisfactorily resolved in this way should be formally raised in accordance with the Company grievance procedure. The Company would assure all staff that any matters raised will be dealt with in as confidential a manner, and as sensitively as possible.

It is everyone's duty to ensure that these policies are followed at all times.

## **11. Penalties**

It is every employee's duty to ensure that the way in which they conduct their work, and their working relationships comply fully with the letter of these policies. Any employee whose is found to have failed in this duty will be subject to disciplinary action, which depending on the seriousness of the circumstances may result in dismissal.

## **12. Monitoring**

This policy will be regularly reviewed, and changes made as and when necessary. As a minimum standard, this policy will be reviewed in full on an annual basis. Where appropriate, training will also be given to all Managers and information will be issued to be passed to staff.

The Company carries out Equal Opportunities monitoring on a regular basis and all job applicants and staff are encouraged to provide the information requested to enable this to happen. The outcome of any such monitoring will be considered when developing the Company's employment practices and policies, and also as appropriate when developing and delivering internal training materials.

The Managing Director has overall responsibility for reviewing the operation and effectiveness of this policy on a regular basis.



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## **ENVIRONMENT**

### **1. Impact**

We fully recognize that our day-to-day operations cause inevitable impact on the environment in a number of ways. We are committed to reduce this level of impact through assessing and improving our environmental performance using a documented, maintained, monitored, and reviewed Environmental Management System that is communicated to all employees

### **2. Sustainability**

JRP has made a commitment to sustainability, and we commit to implementing this policy throughout the organization by:

- Maximising emission savings of our activities.
- Minimising consumption of resources and waste arising.
- Complying with all relevant environmental legislation
- Maintaining the ISO14001 standard for all JRP operational locations.
- Training staff on our sustainability objectives.
- Communicating and reporting progress, both internally and externally.
- Operating in a socially and ethically responsible manner.
- Using all suitable opportunities to influence our partners, suppliers and sub-contractors to improve their own environmental performance.

### **3. Carbon Reduction Plan**

JRP has generated a Carbon Reduction Plan and has committed to reducing its Carbon Footprint to 50% by 2035 and to be Nil Carbon by 2050 in line with government targets.

We have been audited by Achilles and have been awarded with a Carbon Reduction Certificate with regards to our Greenhouse Gas emissions for 2021. We will continue to be audited on an annual basis by Achilles.

## **HEALTH & SAFETY**

JRP, led by its Board of Directors. Will do everything that is reasonably practicable to protect the health, safety, and welfare of both our employees and any other person affected by our activities.

The Board, led by the Managing Director, has overall responsibility for ensuring that we maintain high standards of health & safety. However, we rely on all our employees, sub-contractors and clients to play their part in effectively implementing our health and safety policy and sharing in our commitment to:

### **Everyone's Safety Goal – Everyone Home Safe, Every Day**

As such, we will:

- Undertake risk assessments, implement the identified control measures, and ensure that safe systems of work are applied in relation to our activities
- Provide and maintain a safe and healthy working environment including safe access arrangements and suitable welfare facilities
- Provide information, instruction, training, and supervision to enable employees to perform their work safely
- promote a positive health and safety culture within the organisation, in particular consulting with employees on health and safety matters, both through elected representatives of employee safety and directly at other forum



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- commitment to prevention of injury and ill health and continual improvement in OH&S management and OH&S performance
- ensure safety and the absence of risks to health in connection with the storage, handling, use and transport of articles and substances
- ensure that all vehicles and work equipment are suitable for purpose and properly maintained
- make available all necessary safety devices and protective equipment and supervise their use
- take steps to assess the competence of any contractor we engage and to ensure that information is exchanged on matters relevant to health and safety
- be prepared for emergencies such as fire and medical emergencies and investigate all incidents of injury or ill health
- set and monitor health and safety objectives

The Company is committed to continual improvement in safety performance and ensuring that the delivery of the health and safety management system is adequately resourced to enable the full implementation of this policy. This commitment includes the provision of sufficient resources, management and employee time, as well as training and health and safety advisory support.

It is the responsibility of the SHEQ Manager to drive and monitor the implementation of the Health & Safety policy, the company's overall health and safety performance and also to provide strategic guidance to all of the operational groups and support functions, reporting to the Board accordingly.

## **Proactiveness**

### **1. Donations and Aid**

JRP may preserve a budget to make monetary donations.

These donations will aim to:

- Advance the arts, education and community events
- Alleviate those in need

### **2. Supporting the community**

JRP may initiate and support community investment and educational programs. It may provide support to nonprofit organizations or movements to promote cultural and economic development of global and local communities.



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A handwritten signature in black ink, appearing to read 'J. Pridham', is written over a dotted line.

Signed: ..... Date: July 2022

Mr Jim Pridham - Managing Director

Review Date: July 2023