

Equality and Diversity Policy

Introduction

The Equality and Diversity Policy sets out HFL's commitment to ensuring that no employee, job applicant, volunteer, contractor or stakeholder will receive less favourable treatment on grounds of gender, marital status, sexual orientation, age, race, colour, nationality, disability or religious belief; and that no employee or applicant will be disadvantaged by conditions or requirements which cannot be shown to be justifiable for safe and effective performance of the job.

Basic principles

HFL is seeking to work towards equality, to promote equal treatment and to embrace diversity in employment. The organisation recognises the problem of discrimination and is committed to play its part in ending it.

HFL values people as individuals with diverse opinions, cultures, lifestyles and circumstances and this policy applies to all areas of employment including recruitment, selection, training, deployment, career development, and promotion. These areas are monitored, and policies and practices are reviewed and amended as necessary, to ensure that they protect against discrimination - unfair or unlawful, intentional or unintentional, direct or indirect.

Responsibility of the employer

HFL has a legal obligation to ensure that the organisation and its employees do not discriminate on the grounds of gender, marital status, sexual orientation, age, race, colour, nationality, disability or religious belief. Although the primary responsibility for this rests with the Board, it is essential to ensure the policy is clearly known, understood, and adhered to by all employees. The Chief Executive is responsible for ensuring the operation and application of the policy.

HFL will in particular:

- Create an environment in which individual differences and the contributions of all employees are recognised and valued;
- Not tolerate any form of intimidation, bullying or harassment; every employee, worker or self-employed contractor is entitled to a working environment that promotes dignity and respect;
- Provide training, development and progression opportunities to all employees;
- Regularly review all HFL employment practices and procedures to ensure fairness;
- Ensure that all employees are aware of the written policies, procedures and practices on equality, diversity and anti-discriminatory practices and will inform of any changes or developments;
- Provide support to any employee who is subjected to unlawful or unacceptable discrimination in the course of their employment;
- Take appropriate action when employees are found to be in breach of this policy.

Responsibility of employees

Whilst responsibility for eliminating discrimination and promoting equality rests with the employer, individual employees have the duty to ensure that they do not discriminate unfairly or knowingly aid their employer in doing so. Employees must cooperate by following the policy and any procedures that are introduced to assist.

Monitoring equality

The Chief Executive is responsible for monitoring the operation of this policy, and where monitoring indicates that the policy is not working in practice, HFL will take appropriate action. The Board will receive an annual report on statistics, initiatives and an update on new legislation or practices where applicable.

Harassment, grievance and disciplinary action

The Grievance or Dignity at Work policies should be used for complaints of discrimination.

Acts of discrimination, harassment or abuse committed by any employee in the course of their work will be dealt with according to the terms of the Disciplinary or Dignity at Work Policies.

Although a standalone policy to reflect its importance to HFL, equality and diversity should underpin all aspects of its work - the organisation is committed to embedding equality and diversity in all aspects of its operation.

HFL Policy Name:	HFL Equalities and Diversity Policy
HFL Policy Owner:	HFL Chief Executive
Applies to:	All HFL Group Ltd
Policy Compliance:	Annual Review
Policy Review Cycle:	Every two years (min or as per legal/regulatory requirements). Next review April 2021
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