

Diversity and Inclusion Policy

At Holmes Wood we aim to create an environment in which all of our employees feel valued and respected. We are committed to eliminating harassment, bullying, victimisation, and discrimination, and encouraging equality and diversity amongst all employees.

We strive to ensure that all of our job opportunities are open to everyone, regardless of gender, transgender status, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave (the protected characteristics)

Our Commitment

We aim to:

- Create an environment in which individual differences and the contributions of all our employees are recognised and valued
- Provide every employee with a working environment that promotes dignity and respect to all
- Prevent intimidation, bullying or harassment
- Ensure that training, development and progression opportunities are available to all employees

Your Responsibilities

Responsibility for ensuring that there is no unlawful discrimination rests with all of us, and your attitude is key to ensure that we provide a fair and safe place to work.

In particular you should:

- Not discriminate in your day-to-day activities or encourage others to do so
- Not victimise, harass or intimidate colleagues who have, or are perceived to have, one of the protected characteristics
- Ensure no one is discriminated against or harassed because of their association with another individual who has a protected characteristic
- Inform your manager if you become aware of any discriminatory practice.

Mistreatment

We strongly value the fair treatment of all of our employees and will take the necessary actions to ensure a safe environment is maintained. As a result, if you treat a colleague unfairly, you may be subject to disciplinary action.

If you feel as if you have been subject to discrimination at work, you can raise this issue with your manager or HR Advisor as outlined in the Grievance Policy.

You may also access our Employee Assistance Programme should you feel the need to obtain professional advice from qualified and experienced counsellors. Full details of this service are available in the UK Benefits Guide.

This policy has been approved by Thomas Cartledge (CEO) who will review and update it

annually.