

DIVERSITY, EQUALITY AND INCLUSION POLICY

Policy Statement

Hanson Search is committed to supporting the principles of equality, diversity, and inclusion (EDI), and opposes all forms of unlawful or unfair discrimination on the grounds of any protected characteristic, including Sex, Race (including colour, nationality, ethnic or national origin), Religion or belief, Age, Disability, Marital status and civil partnership, Sexual orientation, Gender reassignment or Pregnancy and maternity.

This policy applies to all aspects of employment, including recruitment and selection, training, promotion, and terms and conditions of employment. It aligns with the Equality Act 2010 and other relevant UK legislation including the Rehabilitation of Offenders Act 1974.

Our aim is to foster an inclusive environment where all individuals are treated with dignity and respect and where diversity is valued as a key driver of success. We seek to draw upon a wide range of experiences and perspectives to meet the needs of our clients, candidates, staff, partners, contractors, and communities.

Our Commitments

To deliver on this policy, Hanson Search will:

- Fulfil its social responsibility towards employees, contractors, temporary workers, and the communities we operate in
- Make all opportunities (including advertising, interviews, promotions, and training) accessible to underrepresented groups
- Conduct regular monitoring to ensure fairness, accessibility, and to identify any significant under-representation, in line with GDPR requirements
- Recruit, train, and promote based on merit, and make full use of the talents and resources of all individuals
- Maintain a working environment free from unlawful discrimination, victimisation and harassment
- Periodically review selection criteria and procedures to ensure compliance and fairness
- Distribute this policy widely and ensure awareness among all staff, clients, partners, candidates, contractors, and temporary workers
- Provide appropriate routes for addressing grievances or complaints related to equality or discrimination
- Take prompt action to investigate and resolve issues of harassment or victimisation
- Offer reasonable adjustments or accommodations for individuals with disabilities or other specific needs
- Ensure all employees understand that breaches of this policy are taken seriously and may lead to disciplinary proceedings, including dismissal
- Provide regular EDI training to all employees

Understanding Discrimination, Harassment, and Victimisation



Discrimination can occur when someone is treated less favourably because of a protected characteristic, due to association with someone with a protected characteristic, or because they are perceived to have one. Discrimination may also occur when a policy or practice disadvantages a group.

Harassment is unwanted conduct related to a protected characteristic that violates someone's dignity or creates a hostile, intimidating, degrading, humiliating, or offensive environment. Examples include:

- Physical or verbal abuse
- Threats or suggestive comments
- Offensive language or jokes
- Isolation or exclusion
- Bullying or humiliation

Sexual harassment is any unwelcome behaviour of a sexual nature, including:

- Unwanted touching or suggestive gestures
- Inappropriate propositions
- Display or circulation of offensive content

Victimisation occurs when someone is treated unfairly because they have made or supported a complaint under this policy.

Responsibilities

All employees are responsible for promoting an inclusive and respectful workplace. Discrimination, harassment, or victimisation will not be tolerated. Any employee who witnesses such behaviour must report it to HR or a director.

Our policy applies to all company activities, including off-site work and company events.

Complaints Procedure

Complaints relating to breaches of this policy should be raised in one of the following ways:

1. Raise the issue informally with the individual concerned (if appropriate)
2. Speak to HR, a director, or line manager
3. Choose one of the following routes:
 - Agree that no further action is needed
 - Resolve the issue informally
 - Make a formal complaint in writing to HR

If a matter cannot be resolved internally, individuals may seek external support via employment tribunals or advisory bodies such as ACAS.

Special Requirements

We recognise that some individuals may have specific needs based on disability, religion, or personal circumstances. We encourage all employees to communicate these needs so that reasonable adjustments can be made.

Monitoring and Review



This policy is reviewed regularly and may be amended in line with changes in legislation or company priorities. Ongoing data collection and review will be undertaken in compliance with GDPR.

For further information, support, or to raise a concern, contact the HR department.

