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Equality and Diversity

Policy Statement

Hanson Search is committed to supporting the principle of equal opportunities, and opposes all forms of unlawful or unfair discrimination on the grounds of any Protected Characteristic (PC) including sex; race (including colour, nationality, ethnic or national origin); religion or belief; age; disability; marital status and civil partnership; sexual orientation; gender reassignment; pregnancy and maternity.

This policy covers vacancy advertising, recruitment and selection, training, promotion and conditions of service and is compliant with the following legislation:

- The Rehabilitation of Offenders Act 1974
- The Local Government Act 1988 and 1999
- Special Educational Needs & Disabilities Act (SENDA) 2001
- Racial & Religious Hatred Act 2006
- The Work & Families Act 2006
- Equality Act 2010

The Company's aim is to create an environment that encourages and values diversity within its workforce and builds on the differences individuals bring, enabling the Company's continued success. We aim to draw upon the widest possible range of views and experiences in order to meet the changing needs of our staff, clients, partners, candidates, contractors and temporary workers.

We seek to promote diversity and to respond to the needs of all individuals in a fair and equitable manner, whilst observing our commitment and responsibility to current legislation.

To achieve this, we will:



- Fulfil our social responsibility towards our employees, contractors, temporary workers and the communities in which we operate
- Recognise all of our legal obligations with particular reference to those acts and directives detailed previously
- Make all opportunities (including advertising, interview and selection processes, promotion and training) as accessible as possible to under-represented groups
- Conduct monitoring and to ensure processes are fair, equitable and accessible and to identify any significant under-representation
- Endeavour to attain a workforce that is representative of the communities from which it is drawn to secure the widest possible pool of talent
- Recruit, train and promote the best person for the job and to make full use of the talents and resources of all our employees
- Create a working environment free from unlawful discrimination, victimisation and harassment in which all employees, clients, partners, candidates, contractors and temporary workers are treated with dignity and respect
- Periodically review our selection criteria and procedures to ensure that they remain compliant and maintain a system that ensures fairness
- Distribute and continuously publicise our full Equality & Diversity Policy and procedures throughout the company to employees and to clients, partners, visitors, candidates, contractors and temporary workers
- Provide the facilities and opportunity for anyone who believes that they have been treated inequitably within the scope of our policy to raise the matter through the appropriate grievance or complaints procedure
- Log all reported instances of harassment and take action to mitigate and minimise harassment and victimisation wherever possible
- Ensure that employees understand that breaches of this policy will not be tolerated and may lead to disciplinary proceedings

Our Equality & Diversity Policy covers the following in detail:

- A detailed definition and explanation of the different types of discrimination, harassment & victimisation
- Occupational requirement
- Procedures relating to pre-Employment Health Questionnaires
- Procedures relating to disabled persons, age discrimination, gender reassignment and part time workers



- Procedures relating to harassment
- Monitoring & positive action
- Maintenance of personnel records
- How to make a complaint relating to discrimination or harassment

Monitoring and Review

Our policy will be reviewed regularly and may be altered from time to time in light of legislative changes or other prevailing circumstances.

Equal Opportunities Policy

Hanson Search is an equal opportunities employer.

We are totally committed to the principle of equal opportunities and to creating a working environment in which you are treated with dignity and respect, that is free from unlawful discrimination, victimisation or harassment on the grounds of:

- colour, race, nationality or ethnic origin;
- sex, marital status (including civil partnerships) or gender reassignment;
- disability of any kind;
- religion or belief;
- sexual orientation;
- age;
- pregnancy and maternity
- These are called the "protected characteristics"
- Our commitment applies to all aspects of employment including:
 - recruitment and the advertisement of jobs;
 - terms and conditions of employment;
 - training, career development and progression;
 - grievance and disciplinary procedures; and
 - relationships between members of staff

We take this policy very seriously. A breach of this policy is considered to be gross misconduct and disciplinary action, including dismissal for serious offences, will be taken against people who do not comply with it.

What is Discrimination?



Broadly, a person has been discriminated against if:

- they have been treated less favourably than another person because of one of the protected characteristics detailed above; because of an association with someone with a protected characteristic; or because other believe they possess a protected characteristic; or
- a procedure or practice places a group of employees at a disadvantage on any of the above grounds; or
- they suffer harassment because of a protected characteristic; or
- they have been victimised

What is Harassment?

Harassment is unwanted conduct which violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for that person.

Harassment is unlawful where it is motivated by one of the grounds set out above but we include more general harassment within our definition. Although not exhaustive, the following are examples of types of behaviour that may amount to harassment:

- physical assault;
- physical or verbal abuse;
- threats;
- suggestive comments or gestures;
- offensive gestures, language, gossip or jokes;
- insulting or abusive behaviour or comments;
- isolation or exclusion;
- bullying;
- unreasonable persistent criticism or humiliation;

What is Sexual Harassment?

Sexual harassment is one form of harassment. Generally, it involves behaviour towards another, where the perpetrator knows or should know that the behaviour is unwelcome because it is offensive and is perceived to be of a sexual nature.

Although not exhaustive, the following are examples of types of behaviour that may amount to sexual harassment:

- Physical conduct of a sexual nature - unwanted physical conduct, including unnecessary touching, brushing against another employee's body.



- Verbal conduct of a sexual nature - unwelcome sexual advances, continued suggestions of social activity outside work after it has been made clear that this is unwelcome.
- Non-verbal conduct of a sexual nature - the display of sexually suggestive or pornographic pictures or the sending of sexually harassing messages or images through electronic mail.
- Sex-biased conduct - Conduct that denigrates, ridicules, is intimidating or physically abusive of an employee because of their sex, marital status or sexual orientation

Sexual harassment by someone of the same sex as the victim also amounts to harassment.

What is Victimisation?

Someone is victimised where they suffer unfavourable treatment because they have, in good faith, made a complaint under this policy, acted as a witness or accompanied a complainant to a hearing.

Responsibilities:

What are your responsibilities as someone who works at Hanson Search?

It is your obligation to be sensitive about the impact that you have on others and behave in a way that supports our policy when dealing with everyone that you come into contact with as part of your employment with Hanson Search. Our policy is not designed to discourage normal social relations among colleagues or with the public but aims to prevent discrimination, harassment and victimisation.

Our policy applies not only at Hanson Search's premises but anywhere you are working as part of your employment with Hanson Search. This includes any social occasions organised by Hanson Search.

You must not condone discrimination, harassment or victimisation by others. You must report any incidents to our Equal Opportunities Officer.

The Complaints Procedure:

We aim to resolve any complaints as quickly as possible. All complaints will be treated seriously and confidentially. Only complaints that relate to a breach of this policy should be made using this procedure

What do I do if I am experiencing discrimination, harassment or victimisation?

You should consider whether it is appropriate to raise the matter directly with the person concerned in order to resolve the problem. If it is not, you should speak to HR or a director or manager.

Following your discussion, you will be asked to choose one of the following options:



- agree that no further action is necessary;
- agree to discuss the complaint with the individual who is alleged to have caused offence;
- ask your line manager / Director to help to resolve the matter through informal and/or discreet approaches; or
- make a formal written complaint to HR

If you are not satisfied with an informal approach, a formal complaint can be made at any stage.

Special Requirements Relating To Equal Opportunities

What is meant by special requirements?

We understand that people's needs at work are different and that some employees may have special requirements. For example, employees of a particular religion may need somewhere quiet to pray during their lunch break, need to take holiday on a particular day for a religious event, or need to have somewhere to store specially prepared foods. Alternatively, you may have a disability and may feel that you need to have changes made to your workplace to help you do your job. We will accommodate your requirements where it is possible and practical for us to do so but we cannot do so unless you let us know.

