



HR PEOPLE POLICIES

Equality, Diversity and Inclusion Policy

Introduction

Whatley Manor is proud to be a company where everyone is welcome. We are committed to encouraging equality, diversity and inclusion within our team, preventing and eliminating unlawful discrimination. Our aim is for the team to be truly representative of all sections of society and our customers. We value the different points of view and experiences of all our colleagues and recognise that having a truly diverse workforce helps us to be successful. We are stronger for it.

We aim to create a positive working environment where everyone is treated with dignity, feels valued and respected and where all colleagues can achieve their full potential. All our people policies are regularly reviewed to ensure that they meet current legislation and promote equality of opportunity.

Whatley Manor is committed to fostering an inclusive culture and embraces diversity, both internally and externally and expects all colleagues to accept the duty it imposes upon itself not to discriminate, either in employment practices or in the provision of facilities and services, by reference to race, colour, ethnic or national origin, religion, gender, sexual orientation, age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity. These are known as protected characteristics.

We are opposed to all forms of unlawful and unfair discrimination towards our colleagues, guests, or contractors.

Who this policy is for:

This policy applies to all persons working for the Company or on behalf of the Company in any capacity, including employees at all levels, directors, agency workers, interns, agents, contractors, external consultants, third party representatives and business partners.

Our Commitment

- We will take every possible step to ensure that decisions on recruitment, selection, training, terms and conditions of employment, pay and benefits, promotion, career, grievances and discipline, dismissal, redundancy, parental leave, flexible working requests and every other aspect of employment are based on justifiable objective, non-discriminatory criteria.
- We will make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of our business.

- We will review employment practices and procedures when necessary and update policies to take account of changes in the law.
- We will monitor the make-up of the workforce and monitor and assess how the equality, diversity and inclusion policy is working in practice, taking action to address any issues.
- We acknowledge that men and women are entitled to be paid equally without any bias on the grounds of gender. All reasonable steps are taken to ensure that male and female colleagues receive equal pay for the same or equivalent work and for work of equal value.
- We aim to ensure that all staff are treated and treat others with respect and dignity, free from harassment bullying, victimisation or any other unlawful discrimination in line with the equality Act 2010.

This means that we will not tolerate any such behaviour by colleagues or managers or external parties against other colleagues, managers, third party contractors or guests.

All Managers and Supervisors are provided with appropriate equality and diversity training and are required to comply with and promote equal opportunities and fair practice as an essential part of their role.

All colleagues should take the time to ensure that they understand the type of behaviour considered unacceptable in the workplace or outside of work, such as at business events, or at work related social functions.

All colleagues should understand that they, as well as the Company, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

Whatley Manor will take seriously any complaints of bullying, harassment, victimisation and unlawful discrimination by fellow colleagues, guests, suppliers, visitors, the public and any others during the Company's work activities.

Such acts will be dealt with as misconduct under the Company's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

Letting us know

If you experience any mistreatment that you believe is based on discrimination, you should raise this as a complaint by following the company's grievance procedure. All complaints of discrimination will be dealt with seriously, properly, and confidentially.

The Company will ensure that if you make a complaint of unfair discrimination, you will be protected from victimisation in any form and we will treat unfair discriminatory conduct by any employee as a disciplinary offence which could potentially lead to summary dismissal.

Support

Whatley Manor has engaged with Hospitality Action to provide all of our employees with a confidential and independent Employee Assistance Programme (EAP). This includes a free telephone helpline service to support you when you are facing problems, difficulties or challenges relating to your home or working life: **Call freephone : 0808 802 2111 – any time 24hrs a day, 365 days a year, alternatively email assistance@hospitalityaction.org.uk or visit [hospitality action.org.uk](http://hospitalityaction.org.uk).**

Data Protection

When dealing with complaints relating to this policy, we will process any personal data collected in accordance with our employee privacy policy. We will record only the personal information required and keep the information only for as long as necessary.