

SEARCHING TOGETHER TO FIND THE FUTURE

DEI Policies.

**Charlton
Morris.**

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Charlton Morris.

1. DEI at Charlton Morris

1.1 DEI Statement - What DEI means to CM

Charlton Morris is committed to ensuring a diverse, equitable and inclusive workplace, and eliminating discrimination. The aim is for our workforce to be truly representative of all sections of society and for each employee to feel respected, safe, valued and empowered.

We want our employees to thrive and believe that for this to happen we need to continue to champion inclusivity and take a stand against discriminatory behaviour.

1.2 The purpose of the policy

The purpose of this policy is to set out our approach and commitment to DEI as well as our expectations. Anyone found to be in breach of our DEI policy could face disciplinary action as per our Disciplinary policy.

This Policy is not contractual and is subject to change and applies to all Charlton Morris employees and job applicants as well as Agency Workers provided to Charlton Morris by a temporary work agency or self-employed contractors.

1.3 Who is responsible for overseeing policy?

Our Head of People takes overall responsibility for the implementation and execution of our DEI policy and our grievance process (see grievance policy) outlines who you should speak to regarding any discrimination or non-compliance with our DEI policy. Our people team additionally support this.

Although the people team implement and oversee the policy, creating and maintaining an inclusive workplace is the responsibility of every single person that works here. This forms part of the CM culture, and we expect everyone to not only follow but help uphold this policy.

2. Discrimination

2.1 What Does Discrimination Look Like?

Discrimination against job applicants can occur in the following circumstances:

- In the arrangements made for determining to whom a job should be offered
- In the terms on which employment is offered
- By refusing to offer, or deliberately not offering, a person a job due to their age, disability, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race (including colour, nationality, ethnic origin and caste), religion or belief, sex, sexual orientation, part time or fixed term employment status or membership or non-membership of a trade union.

“Arrangements” covers anything done by or for us as part of the recruitment process or available employment opportunities. This includes advertisements, application forms, interviews, arrangements for selection (e.g. testing) and any other internal processes and procedures which cover the employment of individuals by us.

Discrimination against current employees can occur in the following circumstances:

- In their individual terms of employment
- In the opportunities for promotion, transfer, training or receiving benefits, or by refusing the individual any such opportunity
- By dismissing or subjecting the individual to any other detriment.



“Detriment” includes demotion, reduction of pay, other disciplinary measures and the harassment of particular employees e.g. due to their age or disability.

Unlawful harassment is any unwanted verbal, non-verbal or physical conduct which has the purpose or effect of violating the person’s dignity, or creates an intimidating, hostile, degrading, humiliating or offensive environment for them.

It can occur:

- Where an individual has applied for employment
- During employment
- After employment has ended.

Under the Equality Act 2010, “Disability” is defined as:

A physical or mental impairment which has a substantial and long-term adverse effect on (a person’s) ability to carry out normal day-to-day activities.

For the purposes of the act, long term is defined as lasting or is likely to last 12 months or more.

2.2 Emotional and Learning disabilities

Throughout this policy, we outline our commitment to development and opportunities for progression. We will make any reasonable adjustments we can to processes regarding emotional and learning disabilities to ensure that equal opportunities are provided and each person within the business has a fair chance and all the resources they need to succeed.

3. Bullying and Harassment

3.1 What is bullying?

Bullying is offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined or threatened. Power does not always mean being in a position of authority, but can include both personal strength and the power to coerce through fear or intimidation.

3.2 What is harassment?

Harassment is any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating a person’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment.

It also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.

Unlawful harassment may involve conduct of a sexual nature (sexual harassment), or it may be related to age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. Harassment is unacceptable even if it does not fall within any of these categories.

3.3 Our approach to Bullying and Harassment

Charlton Morris commits to creating a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff should understand they, as well as their employer, 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.



Charlton Morris will take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation'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.

4. Recruitment and Advertising

4.1 Advertising

Where appropriate we will advertise a vacancy internally first in order to provide an equal opportunity for all interested persons to apply however it may be appropriate not to advertise a role. These exceptions include but are not limited to:

- For senior roles - where there are no other candidates in the business who are suitable, it might be appropriate to make an appointment without internally advertising in order to ensure speed, enable confidentiality and also to ensure that individuals who are not suitable are not put through a selection process unnecessarily.
- Where there is a requirement to retain key talent in the business it may be appropriate to not advertise a position internally in order to place the individual. These situations are rare and generally only apply to specialist and senior roles.

Each situation will be based on its merits.

All external recruitment will be conducted in a fair and transparent way and applications will be encouraged from all suitably qualified individuals and, where appropriate, particular emphasis will be placed upon encouraging applications from those who may be currently underrepresented in the workforce.

An exception to the above applies when special arrangements are made for the redeployment of employees who would otherwise be at risk of redundancy.

4.2 Recruitment/Promotions/ Transfers

We are committed to utilising a wide variety of talent pools and considering different approaches to recruitment to ensure we are continuously aiming to diversify as a business. These considerations include but are not limited to:

- Utilising a variety of talent pools to help us ensure representation from underrepresented groups
- Unless necessary skills/ qualifications are needed to fulfil the role, not limiting the talent pool by searching for individuals with certain qualifications
- Committing to hire 3 apprentices each year through our LTSB partnership, once the programme has been launched, offering assistance to gain alternative work if they don't stay with Charlton Morris on completion of their apprenticeship
- Committing to being reflective of the Leeds population by 2027

It is our intention that all those concerned with recruitment will receive guidance on interviewing skills and equal opportunities. Prior to the selection process beginning, managers should review all selection criteria to ensure that they are related to the job requirement and are not discriminatory.

We will provide the necessary training and development to individuals across the business to ensure that when new opportunities are potential promotions are available, we can endeavour to fill the role internally. Promotions and transfers will be based on both experience, competence and being aligned with the values; criteria for developing within the business or being considered for a promotion will be discussed during performance reviews.



When we consider external appointments, we endeavour to create as diverse a shortlist as possible and we are committed to work towards our more senior positions within the business to be as diverse and reflective of the local area as possible.

5. Training and Development

We are committed to training and development opportunities for all our employees. The criteria for selecting employees for training opportunities will be non-discriminatory.

These will be based upon your merits, abilities and needs, business needs, and the availability of appropriate work-related courses.

Our training programmes will be designed to support the aims of the equal opportunities' initiatives. Stereotyping, prejudice, or any other form of discrimination will be eliminated from all internal courses. Every effort will be made to select external courses which also meet these requirements.

5.1 Diversity Awareness and Training

On joining the business, every employee will go through the Charlton Morris DEI Onboarding programme along with any existing employees that joined the business before September 2022.

This training is formed in two parts: DEI at Charlton Morris and Challenging with Confidence. These sessions will be reviewed and updated annually and any changes to our DEI policy or commitment will be communicated throughout the business.

Ongoing DEI training both internally and externally will also be implemented when considered necessary.

6. DEI Champions

The Charlton Morris DEI team consists of champions across the business. The role of a champion is to be proactive in producing and running initiatives aimed at education or celebration, as well as to drive DEI and any internal changes or developments in this area.

7. Monitoring DEI and Our Goals

To monitor diversity within the business, we will run annual DEI surveys to ensure that we are driving diversity positively.

Our goal is to be demographically representative of the local area by 2027 and to continue in our efforts to ensure we are an inclusive place to work through ongoing education and policy change.

8. Accidents, Illness and Injuries

Where an employee becomes disabled, whether through accident, illness or injury, every reasonable and practicable consideration will be given to ensuring that they may remain in employment.

Examples of steps we may take are:

- Making adjustments to premises
- Allocating some of the disabled employee's duties to another person
- Transfer to an alternative vacant position
- Alteration of working hours
- Transfer to a different location/place of work
- Time off during working hours for rehabilitation, assessment or treatment
- Training and/or re-skilling
- Modification or purchase of appropriate equipment
- Modification to instruction and/or reference manuals and literature
- Modification to testing and/or assessment procedures
- Provision of a reader or interpreter
- Provision of supervision and assistance.

All necessary advice and counselling will be provided for the individual concerned by their manager or external specialist organisations as appropriate.

9. Other Policies



All our Policies, remuneration opportunities, hours of work, unsocial hours, performance review scheme and benefits are designed to promote equal opportunity and protection for everyone.

Charlton Morris is also committed to ensuring that it recognises cross cultural differences. To this end, we acknowledge different religious/festival requirements and aims to take steps to accommodate reasonable requests for annual leave during such periods. We will ensure that the Disciplinary, Capability (Performance Improvement) and Grievance Procedures do not, in themselves, discriminate against any employees.

For example, where the employee may have a communication disability or where the employee's first language is not English, for reasons of providing equality and fairness at a hearing, we will consider requests from employees to be accompanied by someone other than a work place colleague or trade union official during an interview for translation purposes.

We also have a library of additional policies that are in place to create a more inclusive workplace. Examples of these include:

- Family policy
- Menstrual leave policy
- Flexible working policy
- Menopause policy
- Breastfeeding policy

We reserve the right to make changes to the above policy at any time and with a weeks notice. We will advise you of these changes via email.

