



Venture Properties Group Ltd Equal Opportunities and Diversity Policy

- Statement of Intent
- Best Practice and Legislation
- Implementation/Operation
 - Recruitment and Selection
 - Training and Promotion
 - Transfer and Redundancy
 - Bullying and Harassment
 - Disabilities
- How to Make a Complaint
- Monitoring and Review
- Contact Details

Statement of Intent

Venture Properties Group Ltd is committed to creating a working environment that provides equality of opportunity, values diversity, and endeavours to be free from all forms of discrimination, harassment and bullying.

As a company we strive to build a culture of mutual respect throughout the organisation, but also amongst our clients and within the wider communities in which we operate.

As an equal opportunities employer we recognise and value different backgrounds, knowledge, skills and experience, encouraging all employees to give their best to create a productive and effective workforce.

We seek to treat everyone fairly and with consistency, ensuring employee decisions are based on merit and ability, and endeavour to communicate these responsibilities to management and employees at all levels.

Best Practice and Legislation

In addition to the statement of intent and other sections of this policy, our intention is that discrimination is not applied to any employee or associates either directly nor indirectly. We seek to treat all people equally with dignity and in accordance with the Human Rights Act 1998.

As a company we are committed to our legal responsibilities in ensuring discrimination is not encountered, including, but not exclusively, across the following areas:

Gender

It is not acceptable to discriminate on grounds of sex, marital status or gender reassignment. This applies to both men and women and includes sexual harassment.

Ref: Sex Discrimination Act 1975, Equal Pay Act 1970

Race

All people should be treated equally no matter what their race, colour, nationality, or ethnic origin.

Ref: Race relations Act 1976

Disability

Disabled people should not be treated less favourably than able bodied people. Reasonable adjustments are made to accommodate their specific needs.

Ref: Disability Discrimination Act (DDA) 1995 and 2005

Sexual Orientation

It is not acceptable to discriminate on the grounds of sexual orientation.

Ref: Employment Equality (Sexual Orientation) Regulations 2003

Religion or Belief

A person's religion or belief should not lead them to encounter discrimination in any form.

Ref: Employment Equality (Religion or Belief) Regulations 2003

Age

Applying to people of all ages, it is not lawful to discriminate against a person on the basis of their age.

Ref: Employment Equality (Age) Regulations 2006

Implementation/Operation

Every employee throughout the organisation is personally charged with the implementation of the Equal Opportunities and Diversity Policy and to apply it practically in compliance with the relevant Legislation and Codes of Practice as previously stated. To facilitate this, a copy of this policy document is available in hardcopy to all employees across all sites and head office.

The principles outlined in this policy are also applied to the following:

Recruitment and Selection:

Recruitment and selection is conducted in a non-discriminatory manner ensuring applicants are treated fairly and with respect. We seek to recruit on the basis of aptitude and ability, gaining the most suitable person for the job. Where practical, vacancies are exposed for the attention of the widest pool of appropriate applicants with internal candidates being offered the same opportunities to apply. This is managed by our Personnel and Training Manager.

Training and Promotion:

Staff training and development is encouraged in order to increase the knowledge and skills of employees thereby advancing the skills of the collective workforce. All employees are encouraged to progress within the company and are given equal opportunities to do so. Career development opportunities and promotions are based on objective criteria and are non-discriminatory.

Transfer and redundancy:

Employees involved in the selection process for transfer and redundancy are not discriminated against. This also applies to those individuals who have responsibility for transfer, selection for redundancy or dismissal in order to ensure all employees are given equal opportunity within the organisation.

Bullying and Harassment:

It is our intention to maintain an environment free from bullying and harassment of any form including aggressive behaviour, physical or verbal abuse, display or distribution of offensive material or any other unwanted behaviour which a person finds intimidating, embarrassing, humiliating or offensive.

These principles apply not only on company premises but at any external location or social occasion which may be associated with the company.

The procedures in section 4 of this document entitled 'How to make a complaint' should be followed when an employee considers an act of bullying or harassment to have taken place.

Disabilities:

Wherever possible we strive to make reasonable adjustments to facilitate and support the employment of a disabled employee. Disabled persons are encouraged to raise specific issues relating to difficulties with their manager as the company may not be aware of the type of assistance required.

How to Make a Complaint

Any reported concern or complaint is viewed seriously and dealt with in the strictest confidence. Any employee wishing to make a complaint can do so freely without prejudice to his/her position in the company. This applies to all, irrespective of job or grade.

Should anyone feel they have a grievance in respect of matters relevant to this policy, in the first instance they are encouraged to resolve the issue through an informal approach where applicable.

The grievance should be calmly discussed with an immediate supervisor or manager and where necessary any other persons responsible so that the concern can be resolved as soon as possible.

Should an informal reconciliation not be possible, the company's formal grievance procedure should then be followed. The grievance should be set out in writing, providing full details.

In the first instance all grievances will be dealt with by the Managing Director,

Any breach of the Equal Opportunities and Diversity Policy is dealt with in accordance with the company's Disciplinary Rules and Procedures.

Monitoring and Review

The success of our Equal Opportunities and Diversity Policy is monitored and the policy is reviewed in accordance with the current Legislation and good working practices.

From time to time all staff may be invited to provide personal details (anonymously) enabling the company to gather statistical information in assessing the composition of the workforce in areas of gender, race, sexual orientation, disability, religion or belief and age (as examples).

Applicants for positions within the company may also be requested to supply similar information.

A handwritten signature in black ink, appearing to read 'M Moore', is positioned above the typed name.

Matthew Moore
Director
October 2020