

Equality and Diversity Policy



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Picture credits

Cover, left and on table of contents,

left: Team Kenya

Cover, right: Send a Cow

1 Scope of Policy

MannionDaniels is committed to eliminating discrimination and encouraging diversity amongst our workforce and across all our practices. Our aim is that each employee feels respected and able to give their best.

To that end the purpose of this policy is to provide equality and fairness for all in our employment and not to discriminate on grounds of gender, gender reassignment, marital status (including civil partnership), pregnancy or maternity, race, ethnic origin, nationality, national origin, disability, sexual orientation, religion or age. We oppose all forms of unlawful and unfair discrimination.

All employees will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

2 Purpose

Our aims are to

- create an environment in which individual differences and the contributions of all our staff are recognised and valued
- ensure every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated
- make staffing decisions based on merit
- provide training, development and progression opportunities to all staff
- promote good management practice through our business code of ethics and review all our employment practices and procedures

regularly to ensure fairness and to take account of changes in the law

- ensure our working practices comply with the Equalities Act 2010.

3 General Principles

In order to adhere to our commitments, we will:

- make opportunities for training, development and progression available to all staff, who will be helped and encouraged to develop their full potential
- ensure all employees adhere to our code of ethics and support the company to provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination
- take all complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, or the public very seriously
- deal with any misconduct under the company grievance and/or disciplinary procedures and take appropriate action. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice
- carry out ad hoc monitoring to include information regarding the composition of our workforce, to assess how this policy is working in practice, and taking action to address any issues.

This equality policy is fully supported by senior management. All staff should understand that they, as well as the company, can be held individually liable for acts of bullying, harassment, victimisation and unlawful discrimination, during the course of their employment, against fellow employees, customers, suppliers and the public.

Details of the organisation's grievance, disciplinary and whistleblowing policies and procedures are available to all staff. This includes with whom an employee should raise a grievance – usually their line manager.

4 Review of policy

This policy will be reviewed by the HR Manager and Directors on an annual basis or sooner if significant changes in legislation occur owing to the review of related procedures and policies. All employees will be notified of any revisions to policy.