

## Equal Opportunities, Equal Treatment, Inclusion and Diversity Policy

### INTRODUCTION

Sir Frederick Snow & Partners Ltd and Snow Consulting Ltd are both Equal Opportunities Employers, committed to the adoption of best practice procedures with regard to Equal Opportunities, Equal Treatment, Inclusion and Diversity.

Both companies value the diversity of our staff and clients, and it is our policy to observe and comply with all of our statutory obligations in order to eliminate discrimination and promote equality of opportunity in employment and in the provision of our services

Accordingly, it is our policy to strive to combat and not to engage in: direct, indirect, associative or perceptible discrimination; harassment (including harassment by a third party) or victimisation of, against, or in relation to, persons with:

- Protected Characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation; or
- responsibility for dependants, political or other opinion, or trade union activity

in relation to decisions on recruitment, training, promotion, disciplinary action or dismissal of employees, or any other employment issue (including former workers rights), or in relation to access to, or provision of, our services.

Our policy on Equal Opportunities, Equal Treatment Inclusion and Diversity is set out in:

- instructions to those concerned with recruitment, training and promotion
- documents available to employees, recognised trade unions or other representative groups of employees
- recruitment advertisements and other literature
- instructions to those concerned with the management of our accommodation and the provision of our services.

We observe applicable requirements of the Equality and Human Rights Commission's Code of Practice on Employment.

Neither Sir Frederick Snow & Partners Ltd nor Snow Consulting Ltd has ever been the subject of any formal investigation by the Commission for Racial Equality or the Equality and Human Rights Commission on the grounds of alleged unlawful discrimination, nor have there been any findings of unlawful discrimination made against either company by any court or industrial tribunal.

## ACCESS TO AND PROVISION OF SERVICES

It is our policy not to discriminate in access to, or the provision of, our services, either in the United Kingdom or overseas, and to make our services available to all potential clients. We monitor our production of pre-qualification and marketing documents, tenders and proposals to ensure that no suggestion of such discrimination occurs, even inadvertently.

## RECRUITMENT

Recruitment is undertaken using the local job centre, career service, press and technical journal advertisements, or agencies, depending on the vacancy. Selection criteria and procedures are kept under review to ensure that individuals are selected, promoted and treated solely on the basis of their relevant merits and abilities. Managers responsible for recruitment are given training in equal opportunities.

## DISCIPLINE & DISMISSAL

Sir Frederick Snow & Partners Ltd and Snow Consulting Ltd have a good working relationship with their employees. If there should be any allegations of victimisation, discrimination or harassment then appropriate investigation and disciplinary action would take place.

If investigations and discussions fail to resolve the situation then disciplinary action would be taken in accordance with our Conditions of Service and a formal verbal warning could be given. This could then be escalated, if the situation demands and in accordance with our Conditions of Service, to a written warning, final written warning and dismissal.

## TRAINING & PROMOTION

All employees will be given equal access, encouragement and opportunity to progress within the company, throughout their service. Managers responsible for recruitment have been, and will continue to be, given training in equal opportunities issues.

#### RETENTION AND MONITORING

To ensure that no direct or indirect discrimination is occurring, recruitment and other employment decisions will be regularly monitored in conjunction with records of Protected Characteristics and ethnic groups of job applicants and existing employees by grade in post, taking up training, promoted, transferred, disciplined, dismissed, or leaving employment. The results of this monitoring will be reviewed annually by the Directors. If monitoring reveals under or over-representation of particular groups, the Directors will consider what changes are appropriate to make to ensure that our policy is being effectively implemented and criteria correctly and effectively used.

#### GRIEVANCES, CONCERNS AND SUGGESTIONS

All members of staff are encouraged to raise any concerns or grievances that they may have regarding equality of opportunity or treatment with the manager of their office, or any Director of either of the companies, and to make any suggestions for improvement in our policies or procedures. The Directors will carefully consider all such suggestions for improvement and will arrange for a full investigation of all such concerns or grievances and for improvements in procedures and/or disciplinary action, if required.

#### COMMUNICATION

All employees will be given access to a copy of this policy on joining the company and at any time that it revised. Written instructions and training for those responsible for recruitment /selection/ promotion/ discipline or dismissal will be provided. All members of staff are invited to make suggestions regarding ways in which our performance on equalities issues could be improved. This statement is promoted on behalf of Sir Frederick Snow & Partners Ltd and Snow Consulting Ltd by Simon Smith, Director, and who is responsible for action to make this policy fully effective.

#### REVIEW

The policy will be reviewed by the Directors on an annual basis and if, in the light of monitoring, areas of concern are identified, then appropriate action will be taken to address these issues.



Paul Drobig  
Managing Director  
January 2021