



# HR HANDBOOK

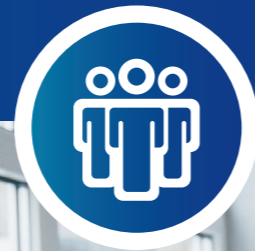
EDI POLICY



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# EQUALITY, DIVERSITY & INCLUSION POLICY.

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# EDI POLICY

## PURPOSE



*Equality is at the heart of our ethical standards and our aim is to make full use of people's talents and skills by creating an open and inclusive workplace culture where people from all backgrounds can work together with dignity and respect.*

## SCOPE

This policy covers all current and potential employees, contractors, consultants, agency workers, suppliers, clients of and visitors to The Proman Group of Companies.

It covers discrimination on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and/or belief, sex or sexual orientation as set out in the Equality Act 2010.

Proman also recognises that there can be differences between the physical sex and gender assigned at birth and an individual's gender identity/expression, therefore, this policy also covers discrimination on the basis of a person's gender identity.

This policy should be read in conjunction with Proman's Equality, Diversity and Inclusion guidance. Everybody working for or connected with Proman has a responsibility to promote EDI.

## PRINCIPLES



Proman recognises that providing equality of opportunity, valuing diversity and promoting a culture of inclusion are vital to our success. We want our employees, clients, suppliers, partners and other stakeholders to reflect the diversity of the regional, national, and international communities that we serve.

We aim to be a place where people can be free to be themselves no matter what their identity or background. By creating a working and social environment in which individuals can utilise their skills and talents to the full without fear of prejudice or harassment, we aim to create a culture where everyone can reach their fullest potential.

We will ensure that EDI is embedded in all our activities, policies and decisions and will work with our partners to share good practice. Key to this is our commitment to implementing a programme of activity to progress our equality aims and objectives.



## COMMITMENT

**We will take active steps to fulfil our responsibilities and promote good practice by:**

- ▶ Complying with legal obligations in a transparent manner.
- ▶ Developing EDI objectives as well as mainstreaming EDI in to our planning process.
- ▶ Publishing this policy widely amongst employees and on our website.
- ▶ Assessing the impact of policies, content and working practices to identify, remove or mitigate any disadvantage to underrepresented groups or recognise any cultural or religious sensitivity or differences.
- ▶ Taking action to redress any gender, racial or other imbalance highlighted from monitoring data.
- ▶ Promoting awareness and understanding of EDI matters among employees and other parties through policies, training, guidance and campaigns.
- ▶ Engaging with employees in respect of changes which may affect their employment.
- ▶ Ensuring that employees and candidates are treated fairly and judged solely on merit and by reference to their skills and abilities.
- ▶ Raising awareness of our policies and commitment to EDI with external suppliers, clients, contractors and partners and encouraging them to follow similar good practice.
- ▶ Ensuring Proman offices are, as far as reasonably possible, welcoming and accessible to all.
- ▶ Making sure reasonable adjustments are made, as appropriate, to enable employees with disabilities or additional needs to overcome barriers in the workplace.
- ▶ Requiring that our collateral, where practical, includes positive, diverse content that is sensitive and relevant to our global community.
- ▶ Ensure compliance with employment and equal opportunity legislation and regulation.
- ▶ Ensuring employees and other stakeholders are provided with appropriate tools so that they feel confident to discuss EDI issues and raise any concerns.
- ▶ Dealing with potential and actual acts of discrimination, harassment and bullying appropriately under the relevant Proman policy and taking appropriate action where necessary.

## MONITORING AND REPORTING

This policy will be reviewed regularly to ensure compliance with applicable legislative changes, changes within the organisation and best practice.

## OTHER RELEVANT POLICIES AND PROCEDURES

- ▶ Disciplinary Policy
- ▶ Dignity and Respect Policy





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