



# EQUAL OPPORTUNITIES & VALUING DIVERSITY POLICY

## PURPOSE

BH is committed to the principle of equality of opportunity and preventing discrimination. BH will not discriminate on the grounds of: race, colour, ethnicity, marital status, sexual orientation, gender (including gender re-assignment), religion or philosophical belief, disability, age, caring responsibilities, spent convictions or any other factors not relevant to our work. BH will only discriminate in these areas where required to do so by statutory or regulatory requirements (such as Health & Safety or nationality and or length of residence in the UK in relation to security clearance).

## AIM

This policy is designed by BH to work towards the following objectives:

- Being an employer of choice that attracts a diverse range of candidates and values the diversity of its workforce.
- Supporting employees in fulfilling their potential to benefit individuals and business
- Aligning our practices with those required of our public and private sector clients to challenge social inequality actively promote equality of opportunity and prevent discrimination and communicating these with our partners and suppliers.
- Preventing and removing discrimination from our activities.

## IMPLEMENTATION

The BH Board is ultimately responsible for this policy. Its revision and preparation of the Equality Action Plan is led by the Chief Operating Officer.

BH recognises that equality is the responsibility of all employees and must be considered in dealing with customers and customer data not just employees and employee data. All staff have a responsibility to behave in a manner consistent with valuing and respecting the diversity of their colleagues and clients. Staff are encouraged to increase their knowledge of customs and practices from diverse groups and other official sources e.g. the Diversity Works for London website and its Gold Standard Diversity Tool for SMEs provides further information and a suggested method for developing diversity practices. BH aims to use the toolkit in

developing its diversity systems and practices. Managers are responsible for ensuring they manage their team in a manner consistent with the purpose and aim of this policy and that they proactively address behaviours amongst their team which are inconsistent with these. Breach of this policy or behaviour inconsistent with its purpose and aims may lead to disciplinary action by the CEO.

If staff or managers are concerned that this policy is not being fully implemented in their area or they have concerns around potential inequalities they have a responsibility to raise this with the COO or the CEO.

BH's Equality and Valuing Diversity Purpose statement is expected to be evident in and applied to:

- Our culture and working environment
- Recruitment and selection
- Terms and conditions of employment (including pay)
- Our suppliers
- Training and development
- Career progression
- Annual performance reviews
- Redeployment and redundancy

BH does not condone harassment, victimisation, direct or indirect discrimination.

Reasonable adjustments must be explored to accommodate employees or customers with disabilities.

## **MONITORING**

BH will monitor the effectiveness of this policy by:

- Reviewing the Equality Action Plan on a regular basis.
- Utilising the Diversity Works for London website and its Gold Standard Diversity Tool for SMEs on a regular basis.

We will continuously develop our monitoring processes and aim for these to be carried out annually of the ethnic breakdown of applicants for posts and staff across the business units. This will be used in setting our plans for recruitment and service provision to our clients, interim contractors and candidates alike.



bis henderson  
recruitment

Mark Botham  
Chief Operating Officer  
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