

Nicholsons - Equal Opportunities and Dignity at Work Policy

Policy

The Company undertakes that it will provide equal opportunities to all employees, or potential employees, clients and potential clients, irrespective of their gender, race, ethnic origin, disability, age, gender reassignment, nationality, national origin, sexuality, religion, marital status and social class.

The Company opposes all forms of unlawful, unfair, direct and indirect discrimination or any discrimination by association.

General

This policy will be implemented within the Equality Act 2010 and any subsequent, additional and subsidiary legislation which affects the rights of employees.

All employees, whether part time or full time or temporary, will be treated fairly and equally.

Selection for employment, promotion, training or any other benefit will be solely on the basis of aptitude and ability, having, where appropriate, considered reasonable adjustments.

It is the responsibility of every employee, irrespective of role or seniority, to abide by, and take personal responsibility for the implementation of this policy.

Any employee who fails to provide equal opportunity to any other employee or potential employee, client or potential client, on any of the grounds detailed above will be subject to the Company's disciplinary procedure.

In serious cases, such behaviour may be deemed to constitute gross misconduct and, as such, may result in summary dismissal.

Monitoring and Reviewing

Compliance with this policy will be monitored regularly and the policy itself will be reviewed annually.

To ensure continuing awareness of this policy, the following steps will be taken:

- The induction programme will include training on the policy and how it should be implemented
- A copy of the policy will be placed on all company noticeboards.

Equality, Diversity and Inclusion

Nicholsons is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

Equality means fairness: we must ensure that individuals, or groups of individuals, are not treated less favourably because of their **protected characteristics**. Where employees experience barriers to certain opportunities, we seek to understand what they require and put support in place – this is known as **equity**.

Diversity is recognising, respecting and celebrating each other's differences. A diverse environment is one with a wide range of backgrounds and mindsets, which allows for an empowered culture of creativity and innovation.

Inclusion means creating an environment where everyone feels welcome and valued.

Protected Characteristics

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Our Commitment

Nicholsons prides itself on creating and promoting a safe space for all employees.

Vision

We envision Nicholson's to be a place where:

- Employees feel respected, valued, and supported to participate, succeed and stay in the workplace and the community.
- Employers celebrate diversity, encourage intercultural understanding, uphold worker rights and support colleague development.
- Employers are leaders in creating a welcoming and inclusive community.

Principles

We uphold that:

- Diversity contributes to the strength and prosperity of our organisation and our community.
- Equity is fundamental to successful inclusion.
- Everybody deserves a safe and respectful work environment.
- Inclusive, diverse and equitable workplaces benefit all.

An inclusive culture is a result of our behaviour and attitudes which should involve respect, trust and confidence to challenge offensive behaviour and actions.

Our Equality, Diversity and Inclusion Agreement

At Nicholsons, we will commit to:

- 1) Respecting that all employees are valued highly, regardless of their protected characteristics: age, disability, gender reassignment, marriage and civil partnership; pregnancy and maternity; race, religion or belief; sex or sexual orientation.
- 2) Not engaging in any jokes or 'banter' which reference someone's protected characteristics, even if you believe that there is no malicious intent.
- 3) Being comfortable with difference within our teams and acknowledging that everyone's experience, perspectives and knowledge helps our company to make better decisions.
- 4) Valuing the opinions of others, even if they are different from your own.
- 5) Communicating openly with colleagues about their backgrounds and experiences to expand our understanding of their strengths.
- 6) Being role models of inclusive behaviour towards all employees and clients.
- 7) Educating ourselves about appropriate language as this is forever changing.
- 8) Challenging and reporting any behaviour to a line manager and HR manager which is discriminatory of clients' or colleagues' protected characteristics.
- 9) Apologising sincerely if language or behaviours offend a colleague or client and enquire about the preferred language or behaviours to avoid offence in the future.

The Result of an Inclusive and Diverse Culture

Valuing Equality, Diversity and Inclusion results in the following benefits:

- Effective teams
- Efficient work
- A respectable company reputation
- Innovative and creative approaches
- A wide talent pool of employees

- A team representative of society and our clients