



Moreton & Partners Limited
Equality, Diversity and Inclusion Policy

Moreton & Partners is committed to encouraging equality, diversity, and inclusion among our workforce, and to eliminate unlawful discrimination.

Policy objectives:

- To state our unreserved commitment to equality, diversity, and inclusion within the Practice.
- To provide equality, fairness, and respect for all in our employment, whether temporary, part-time, or full-time.
- To not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation.
- To oppose all forms of unlawful discrimination which includes pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.
- For our employees, potential employees, sub-consultants, clients, suppliers, and the public to feel respected and to be assured that our methods are fair and that we value all parties equally.
- To detail the roles and responsibilities relating to the policy.
- To outline the rights and responsibilities to which all staff are expected to adhere.

Statement of Policy

Moreton & Partners Limited is committed to providing equality of opportunity and the inclusion of all. It is our policy that all suitably qualified persons shall have equal opportunity for employment and advancement in the Company based on their ability, qualifications, and aptitude for the work. We strongly believe in and promote equal opportunity and eliminate discrimination of any kind in all aspects of employment i.e., recruitment, selection, promotion, terms of employment, training, and grievance/dismissal procedures. Our selection criteria are regularly reviewed to ensure that individuals are selected, promoted, and treated based on their merits and abilities. We continue to value diversity, to promote inclusion, equality of opportunity, and to challenge and strive to eradicate unlawful discrimination.

The Practice commits to:

- Creating a working environment free of bullying, harassment, victimisation, and unlawful discrimination, promoting dignity and respect for all, and to recognise and value individual differences and the contributions of all staff.
- Monitor the composition of the work force and job applications on a regular basis to evaluate the progress of the policy.
- Ensure the Company's recruitment and selection methods are fair.
- Monitor advertisements to ensure that applicants are aware that the Company is an Equal Opportunities employer.
- Ensure that the selection procedure does not include any criteria that is biased against minority groups.
- Ensure that all disciplinary and grievance hearings are conducted so as not to discriminate against any person.
- Examine the existing procedures and act where they are found to be ineffective.
- Ensure that all employees and prospective employees have access to our Equality, Diversity and Inclusion Policy and are provided with training whenever necessary.
- Ensure sub-contractors are aware of our policy requirements and ethos prior to employment and our willingness to discuss requirements to ensure compliance.
- Keep the policy up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it is operated will be reviewed on an annual basis or whenever practicable.
- Regularly assess the policy and to discuss the implementation and improvement of the policy.

Roles and Responsibilities

The Senior Management Team fully support this policy and has ultimate responsibility for ensuring that the Practice meets the commitments detailed within this document.

The Practice Manager has responsibility for steering and monitoring action on equality, diversity, and inclusion to support the achievement of this policy, and to ensure that all employees understand the policy, are aware of responsibilities and apply this policy.

All employees have rights and responsibilities in relation to the promotion of equality and must ensure that their behaviour and actions do not discriminate unlawfully and that they are not harassing or bullying others. Responsibilities include conduct to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination.

Breaches of Policy:

The Practice will take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, clients, suppliers, the public and any others during the company's work activities. Such acts will be dealt with as

misconduct under the company's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice. Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

The Practice takes breaches of this policy extremely seriously and would act without delay in accordance with current legislation.

Review

We will monitor and review this policy, regularly considering its suitability, adequacy, and effectiveness. Any improvements identified will be made as soon as possible. M&P may request associated parties to confirm compliance with this policy on an annual basis.

If you have any other queries relating to this policy, please feel free to discuss with Marie Moreton, Practice Manager.

Director in ChargeMatthew Moreton

Practice ManagerMarie Moreton

Date: 28th April 2023