MACCREANOR
LAVINGTON

EDI Policy: Commitments & Actions

The following commitments and actions reflect the Company's approach to EDI .

Recruitment, selection, and promotion

The recruitment process will be conducted to ensure the selection of the most suitable person for the job in terms of relevant abilities and qualifications.

Recruitment publicity will aim to positively encourage applications from all suitably qualified people when advertising job vacancies, to attract applications from all sections of the community. Our equal opportunities policy statement will be shared at all stages of the recruitment process.

Applications will be processed consistently, and those responsible for short listing, interviewing, and selecting candidates will understand the selection criteria and the need for its consistent application throughout the process. All questions put to candidates will relate to the requirements of the job.

We will make reasonable adjustments to our recruitment process to ensure equal opportunity and access.

- We will advertise vacancies through a range of organisations and publications.
- Our advertisements will mention that we are an equal opportunities employer, and that we invite applications from underrepresented groups.
- Candidates will be asked to submit applications via our recruitment system and invited to upload anonymous applications to mitigate against unconscious bias.
- Job Descriptions and Person Specifications will be available for all positions.
- At least two people will be involved in the section process and will have received training in equal opportunities.
- The selection of new staff will be based on job requirements and the individual's suitability for the job based on objective criteria.
- Reasons for selection and rejection of applicants interviewed for vacancies will be recorded. Feedback will be provided to all those that request it following an interview.
- Criteria for promotion will be made available to all employees.

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Training and development

All employees will receive compulsory training on the principles of equality, diversity, and inclusion.

- All members of the management and leadership team will receive ongoing training and support to assist them in their role leading on the principles of this policy.
- Access to training and development applies equally for all employees, with an individual training budget available for all employees.
- Appraisals will be carried out with all employees regularly, during which training needs will be identified, and plans set out to provide training where identified.
- We will offer training and development opportunities in the form of work experience and specifically encourage people from underrepresented groups to apply.

Terms of Employment and working conditions

All terms of employment, pay, benefits, and working conditions will be reviewed from time to time to ensure that they do not directly or indirectly result in any detrimental treatment.

- All policies, procedures, guides, and handbooks will be checked by multiple individuals to identify any factors that might directly or indirectly result in unfavourable treatment. Changes will be shared with employees from time to time.
- Employees will be able to comment and discuss Company policies through the staff forum channels.
- All employees will be made aware of the pay review process, and criteria for pay review.
- We encourage all employees to speak with us about disability or neurodiversity that may affect them, so that we can provide support and consider any adjustments that may be necessary.

Monitoring and evaluating

We will regularly monitor the diversity of our workforce, to understand whether the principles of this policy are being achieved.

- All new employees are asked to complete a confidential Equality and Diversity Monitoring survey. These records are held solely for monitoring and reporting purposes, enabling the company to benchmark progress made.
- We will conduct regular EDI surveys to understand issues and barriers that employees experience, and this will inform change and support progress.
- Wherever possible we will identify and remove any barriers that restrict access or participation.