

Diversity and Equal Opportunities

General

Heyman Woodworth (HW) will seek to promote the benefits of diversity in all of our business activities. We will seek to develop a business culture that reflects that belief. We will seek to widen the mediums in which we recruit to ensure as diverse as possible employee and candidate base. We will strive to assist our clients to meet their own diversity targets. HW will not accept instructions from clients that indicate any intention to discriminate unlawfully.

We will review on an on-going basis all aspects of recruitment to avoid unlawful or undesirable discrimination. HW will treat everyone equally irrespective of sex, sexual orientation, gender reassignment, marital or civil partnership status, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, political beliefs or membership or non-membership of a Trade Union or spent convictions, and places an obligation upon all staff to respect and act in accordance with the policy. HW is committed to providing training for its staff in diversity and in equal opportunities practice.

HW shall not discriminate unlawfully when deciding which candidate(s) to submit for a vacancy or assignment. HW will ensure that each candidate is assessed only in accordance with the candidate's merits, qualifications and abilities to perform the relevant duties required by the particular vacancy.

Disabled Persons

HW will not discriminate against a disabled job applicant or employee on the grounds of disability:

- in the arrangements (eg interview and arrangements for selection) for determining to whom a job should be offered; or
- in the terms on which employment or engagement of temporary workers is offered; or
- by refusing to offer, or deliberately not offering the disabled person a job for reasons connected with their disability; or
- in the opportunities afforded to the person for receiving any benefit, or by refusing to afford, or deliberately not affording him or her any such opportunity; or
- by subjecting him or her to any other detriment (detriment will include refusal of training, transfer, demotion, reduction of wage, or harassment).

HW will accordingly make career opportunities available to people with disabilities and every practical effort will be made to provide for the needs of staff, candidates and clients.

Wherever possible HW will make reasonable adjustments to hallways, passages and doors in order to provide and improve means of access for disabled employees, workers and visitors. However, this may not always be feasible.

Age

In addition to legal and statutory requirements, every attempt will be made to persuade clients to

recruit on the basis of competence and skill without reference to age or subjective age-related criteria. HW is committed to encouraging clients to recruit and retain employees whose skills, experience, and attitude are appropriate to the requirements of the various positions.

HW will request date of birth as part of its recruitment process but this information will not be used as selection, training or promotion criteria or in any detrimental way. It is only for compilation and confirmation of personal data, which the company holds on all current and prospective candidates.

Part –time Workers

This Diversity Policy also covers the treatment of those employees and workers who work on a part-time basis. HW recognises that it is an essential part of this policy that part time employees are treated on the same terms as full time employees (albeit where appropriate on a pro rata basis) in matters such as rates of pay, holiday and benefits entitlement.

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