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post@maison.wales



www.maison.wales



50, Severn Grove, CF11 9EN

Equality and Diversity Policy

Purpose

Maison Cambria Limited is fully committed to complying with the Equality Act 2010 by eliminating unlawful discrimination, promoting equality of opportunity, and fostering good relations. This includes addressing both direct and indirect discrimination, providing equal opportunities for all, and taking positive action where appropriate to address disadvantage or underrepresentation. The company ensures that policies and practices are regularly reviewed to reflect changes in the law and promote an inclusive workplace culture.

Scope

This procedure applies to all employees, contractors, suppliers, clients, and visitors, ensuring compliance with the Equality Act 2010 and any relevant legislation.

Maison Cambria Limited is committed to:

- Eliminating unlawful discrimination, harassment, and victimisation.
- Providing equal opportunities regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. Encouraging a workplace culture where diversity is celebrated and inclusion is prioritised.

Responsibilities

- Management: Responsible for implementing and upholding this procedure, providing training where necessary, and addressing breaches.
- Employees: Responsible for promoting equality and diversity and refraining from discriminatory behaviour.
- Human Resources: Ensures recruitment, training, and promotion practices align with this procedure and legislative requirements.

Equality and Diversity Procedure

1. Recruitment and Selection

- Job advertisements will include an equality and diversity statement.
- Applicants will be assessed based on objective criteria, ensuring fair treatment throughout the process.

2. Workplace Conduct

- All employees must adhere to behaviour that supports a respectful and inclusive workplace.
- Discriminatory language or behaviour will not be tolerated and may lead to disciplinary action.

3. Training

- All managers and employees will undertake mandatory anti-discrimination and equality training to ensure compliance with the Equality Act 2010. This training will cover identifying and preventing discrimination, promoting inclusion, and handling equality-related complaints effectively.
- Training sessions will be delivered annually, with additional sessions provided when changes in legislation or workplace practices occur. Records of training attendance will be maintained to ensure accountability.

4. Complaint and Grievance Procedure

- Employees are encouraged to report grievances related to discrimination, harassment, or victimisation promptly, ideally within 10 working days of the incident. The company will aim to acknowledge grievances within 3 working days, initiate investigations within 7 working days, and conclude the process within 14 working days. Where delays occur, the employee will be informed, and updates will be provided regularly.
- The grievance procedure aligns with employment law best practices, ensuring fair and impartial handling of complaints and adherence to the ACAS Code of Practice on Disciplinary and Grievance Procedures.

5. Monitoring and Reporting

- Diversity data will be collected and reviewed periodically to assess progress and inform future actions.
- Feedback from employees on equality and diversity practices will be encouraged.

6. Data Collection and Monitoring

- Diversity data will be collected and reviewed periodically to assess the effectiveness of the company's equality initiatives. All data collection will adhere to the principles of the UK GDPR and the Data Protection Act 2018. Data will be anonymised wherever possible, and processing will be based on explicit consent or legitimate interests. Employees have the right to withdraw consent or request access to their personal data at any time.

7. Breaches of Policy

- Any breach of this procedure, including discrimination, harassment, or victimisation, will be taken seriously and may result in disciplinary action up to and including dismissal.

8. Review

This procedure will be reviewed annually or as necessary to reflect changes in legislation, organisational needs, or best practices.

9. Contact Information

For queries or further information about this procedure, please contact Bethany Johns by emailing post@maison.wales or call 02920090700.

By implementing this procedure, Maison Cambria Limited reaffirms its dedication to creating a fair and inclusive working environment for all. Let me know if you would like additional sections or specific customisations