

Equality, Equal Opportunity and Diversity Policy

1st February 2016

1. Aim of this Policy

Everyone is different and has something unique to offer. Minerva wants to respect and understand these differences and to make the most of everyone's talents.

- Minerva aims to be a fair, unbiased and professional organisation.
- The priority is to meet our clients' needs.
- Minerva is committed to promoting equality and diversity.
- Minerva is proud of its staff, respects their views and invests in helping them meet their potential.
- At all times Minerva accounts for their performance.
- Minerva is one organisation, no matter where staff are based or what job they do.

2. Definitions

2.1 Diversity is about understanding, recognising, respecting and valuing differences.

2.2 Equality is about managing differences so that everyone has equality of opportunity through a fair and consistent approach to the application of rules, policies and procedures. Minerva recognises that sometimes this will mean treating people differently. This commitment is relevant to all the firm does, how it manages itself and delivers services.

2.3 Equal Opportunities is about ensuring everybody has an equal chance to take up opportunities and make full use of the opportunities on offer in order to fulfil their potential. Minerva ensures that every individual has an equal chance to, apply and be selected for posts pre-employment; be trained and promoted while employed within the organisation; and have their employment terminated equally and fairly. Minerva upholds equality of opportunity for all its staff regardless of age, sex, race, disability, pregnancy, marital status, sexual orientation, gender reassignment or religious background.

3. Summary Statement

Minerva will not tolerate discrimination because of protected characteristics, which are Age, Race, Sex, Gender Reassignment, Disability, Sexual Orientation, Religion or Belief, Pregnancy or Maternity and Civil Partnership or Marriage. Minerva will also not discriminate because of working patterns nor will the firm tolerate harassment or bullying on these or any other grounds. A separate Bullying and Harassment Policy is also available for employees to access.

Minerva is fully committed to undertaking action on the duties placed upon it as a partnership organisation under the Equality Act 2010 and other forms of legislation that combat discrimination and promote equality and diversity.

Minerva will ensure that everyone in the organisation is respected and can give of their best, irrespective of who they are or what job they do.

Minerva will work hard to ensure that its services are accessible to a diverse community.

4. Leadership and Management

4.1 The partners take overall responsibility for the development of equality and diversity. They will lead by example and ensure that progress is reviewed and further actions instigated as necessary.

4.2 Minerva staff at all levels will demonstrate their commitment to promoting equality and diversity, and take responsibility for progress, and all staff have personal responsibilities to treat everyone with respect, consideration and without prejudice and to promote the same levels of behaviour in colleagues.

5. Indicators of success

5.1 Partners and staff visibly:

- Challenge unacceptable behaviours and create a climate where complaints can be raised without the fear of reprisal.
- Take firm action where unfairness or inconsistency exists.
- Encourage and support diversity within their teams.
- Demonstrate and promote considerate and fair behaviour.
- Treat staff with dignity and respect and recognise and value individual skills and contributions.
- Demonstrate through words and actions that diversity is an integral part of meeting the business priorities.
- Create an environment in which employees are able to identify and share good practice, celebrate success and encourage positive attitudes towards diversity.

6. Accessibility to our services

6.1 Minerva will continue to review service provision to ensure accessibility for all, and that inadvertent discrimination against any community does not arise.

Minerva is committed to taking account of equality and diversity considerations in everything the firm does. To do this, the firm needs to understand the different and diverse requirements of its clients and its staff and to involve them in the planning stages of new initiatives.

7. Communication

7.1 Minerva will ensure that this policy is accessible and understood by everyone employed.

7.2 Getting the message across successfully means all staff will:

- be aware of Minerva policies on equality & diversity;
- understand the benefit of valuing diversity and how this impacts on the work of Minerva;

- have a greater awareness of the value of more inclusive communication;
- understand their own role in promoting equality and diversity;
- be aware of their legal responsibilities under current equality legislation.

7.3 Clients will be able to access the policy on our website:

www.minervasearch.com. Upon request we are happy to make available to anyone who wishes to see it an overview of our performance in ensuring diverse candidate lists for our clients.

8. When things go wrong

8.1 Employees who feel they have been unfairly treated contrary to this policy should raise their concerns with one of the partners in order to have them addressed. If matters are not addressed, the employee can raise a grievance using the normal grievance procedure. All complaints will be investigated thoroughly and without delay.

8.2 Contravention of this policy by way of harassment of or discrimination against a colleague will be considered a disciplinary offence and dealt with under the disciplinary procedure. Additional guidance is available in the Bullying and Harassment policy.

8.3 Employees should feel confident that raising a grievance will not have an adverse effect on them, and that Minerva will protect them from victimisation.

9. Policy Review

9.1 Minerva is committed to keeping this policy current and relevant. It will be monitored and reviewed annually.

This policy has been approved & authorised by:

Name: Kerry Shepherd and Ben Tucker

Position: Partners

Signed:



Dated: 1st February

Version	Author	Date	Changes
0.1	Kellie Horner	01/02/2016	-
0.1	Kellie Horner	09/02/2018	Review and no changes
0.2	Rebecca Jones	08/05/2019	Added 2.3