



Showpiece Design Limited, Tithe Barn Home Farm, Sulham Lane, Pangbourne, Berkshire, RG8 8DT

APPROACH TO EQUALITY & DIVERSITY

Communicating Equality and Diversity

All our policies and commitments to equal opportunities are openly and clearly communicated to all parties who we engage. Our Equal Opportunities Policy forms part of each employees personnel file and is signed by the employee on joining the Company.

Internally, we display a copy of the policy on staff notice boards in our office. When the policy is updated, a copy of the new policy is forwarded to all parties accordingly.

A copy of our policy also forms part of our employee handbook.

Equality and Diversity Training

Every employee within our company (regardless of role and responsibility) receives training in Equality and Diversity which serves to form the foundation (alongside our Equal Opportunities and Diversity Policy) for a positive approach to equal opportunities and staff training.

Each employee signs up to our Equality and Diversity commitments as part of their contract and conditions of employment.

All staff members involved in shortlisting or interviewing job applicants (such as management and supervisory staff), or are involved in other selection processes, are made aware of our policies on equality and diversity and will have also completed recruitment and selection training.

Monitoring Equality and Diversity Compliance

We regularly review the compliance of all our policies with respect to quality, safety, sustainability and equality and diversity among other business areas. We seek additional consultation from external specialist partners to ensure that we are kept informed of any developments in industry best practice or legislation so that we can review our policies and training accordingly with immediate effect.

Revisions are then signed off by our Managing Director. Our policies are reviewed annually as a standard practice.

When recruiting for a role, our teams develop a role specification and undertake a recruitment process which will allow us to recruit the most suitable person based on experience and expertise. We do not discriminate against any person based on circumstance, gender, ethnicity or for any other reason classified under the Equalities Act 2010.

For each application for any role, applicants are requested to complete an Equalities Monitoring Form to help us better monitor our recruitment processes and take positive action towards greater diversity (this is not compulsory and applicants may choose not to complete the form).

Equality and Diversity in Recruitment

When a recruitment requirement or vacant position has been identified, we will develop a role and person specifications that will be used as a guide for the recruitment process.

We outline the relevant skills, qualifications, knowledge, competencies and experience needed for the job in all recruitment advertisements to attract the best applicants. We may, on occasion, also decide to take positive action to welcome applications from groups which do not usually apply, or are underrepresented in our workforce.

We establish a timescale for recruitment which will allow potential applicants enough time to apply for the role to the best of their ability.

We commit to employing from the communities local to our work and as such, strive to ensure that the demography of our employees reflects the diverse demography of our communities.

We publicise all vacancies in as wide a range of publications and forums as possible to ensure the maximum possible accessibility and exposure. These include:

- National trade magazines, publications and websites;
- Local newspapers;
- Job Centres;
- Local Authority buildings;
- Housing offices
- Client noticeboards; and
- Client websites and publications;

All applications will be evaluated against the role and person specification by the delegated recruitment personnel. We provide training for managers on recruitment and selection. This includes information and guidance for recruiters and interviewers on:

- Promoting equality throughout the recruitment cycle;
- For maintaining the skills needed to eliminate the potential of unfair treatment in the workplace; and
- To enhance communication, efficiency and our effectiveness towards equality and diversity further still.

A large part of ensuring we deliver an excellent customer focussed service is ensuring we have the right people to 'do the job'. As such, all prospective candidates undergo an intensive recruitment process to ensure they have the calibre, experience, commitment and desire to deliver the best possible service.

Importantly, it is our priority that all employees feel a sense of worth and inclusion through the realisation they are developing within a supportive network with the company helping them achieve their professional goals.

Monitoring and development begins at the recruitment stage where we undertake a stringent process of criteria based application and appointment assessing all candidates based on their suitability for a vacant post.

Through such processes, prospective applicants must first formally apply for an advertised post with us. The management team responsible for the recruitment will review each application based on qualification, skill set and experience amongst other key factors, shortlisting the most appropriate candidates for interview.

The interview stage allows us to gauge a candidate's suitability on a more intimate level assessing distinguishing characteristics such as inter and intra-personal skills, leadership and the ability to learn and develop as well as existing service philosophies and commitment to quality and care.

We are also able to draw a preliminary indication of training needs and requirements assessing the potential for long term progression within the organisation. This will form a basis for future development planning.

Such openness establishes a level of trust and engagement with our customers.

Ensuring that our recruitment processes follow a systematic and evaluative approach means that each candidate has an equal opportunity throughout the selection process. Shortlisting and appointments are based on merit and our commitment to find the best person for each possible role.

We review performance feedback and information and discuss how service improvements can be made. Part of the main agenda for these meetings is a review of personnel, recruitment, training and development.

All successful candidates joining the company undergo an induction programme starting on their first day of work. The aim of the programme is to ensure that we equip each new employee with the knowledge and skills necessary to carry out their role successfully and with total confidence.

Signature:

Date: 24th January 2017

Name: Deanne White

Position: Director

Version Control

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