



# 13. Equal Opportunities And Diversity

**Reviewed By:** Melissa Munnich

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The Company is committed to providing a working environment in which employees are able to realise their full potential and to contribute to its business success irrespective of their gender, race, disability, sexual orientation, marital status, part time status, age, religion or belief. This is a key employment value to which all employees are expected to give their support.

In order to create conditions in which this goal can be realised, the Company is committed to identifying and eliminating unlawful discriminatory practices, procedures and attitudes throughout the Company. The Company expects employees to support this commitment and to assist in its realisation in all possible ways.

Specifically, the Company aims to ensure that no employee or candidate is subject to unlawful discrimination, either directly or indirectly, on the grounds of gender, race (including colour, nationality or ethnic origin), sexual orientation, marital status, part time status, age, religion or belief or disability. This commitment applies to all aspects of employment, including:

- Recruitment and selection, including advertisements, job descriptions, interview and selection procedures;
- Training;
- Promotion and career development opportunities;
- Terms and conditions of employment, and access to employment related benefits and facilities;

- Grievance handling and the application of disciplinary procedures; and
- Selection for redundancy.

The Company recognises and protects against indirect associative discrimination. This includes cases where an employee or applicant experiences disadvantage due to a policy, practice, or criterion that disproportionately affects a group with a protected characteristic, even if they do not personally possess that characteristic. The Company will evaluate such complaints thoroughly and ensure that the impacts of policies on all employees and applicants are equitable.

Equal Opportunities practice is developing constantly as social attitudes and legislation change. The Company will keep its policies under review and will implement changes where these could improve equality of opportunity. This commitment applies to all the Company's employment policies and procedures, not just those specifically connected with Equal Opportunities and diversity.

### **13.1 Recruitment and Selection**

The Company actively promotes equality of opportunity for all candidates and recognises the benefits of having a diverse workforce. The Company will take steps to ensure that:

- It endeavours to recruit from the widest pool of qualified candidates possible;
- Employment opportunities are open and accessible to all on the basis of their individual qualities and personal merit;
- Selection criteria and processes do not discriminate unjustifiably on the grounds of gender, race (including colour, nationality or ethnic origin), disability, sexual orientation, marital status, part time status, age, religion or belief;
- All recruitment agencies acting for the Company are aware of its requirement not to discriminate and to act accordingly.

### **13.2 Conditions of Service**

The Company will treat all employees equally and create a working environment which is free from discrimination and harassment and which respects, where

appropriate, the diverse backgrounds and beliefs of employees.

Terms and conditions of employment will comply with UK equal opportunities legislation.

The provision of benefits will not discriminate unlawfully against any employee on the grounds of their gender, race (including colour, nationality or ethnic origin), disability, sexual orientation, marital status, part time status, age, religion or belief.

Where appropriate and necessary, the Company will endeavour to provide appropriate facilities and conditions of service which take into account the specific needs of employees which arise from their gender, ethnic or cultural background, nationality, responsibilities as parents or carers, disability, sexual orientation, marital status, part time status, age, religion or belief.

The Company commits to providing additional protections for employees related to breastfeeding, pregnancy, and maternity conditions. Any unfavourable treatment associated with breastfeeding will be treated as direct sex discrimination. Furthermore, protections are extended to cover any adverse treatment following maternity leave that is connected to pregnancy or maternity-related conditions arising during or before leave.

### **13.3 Promotion and Career Development**

Promotion within the Company will be made without reference to an employee's gender, race (including colour, nationality or ethnic origin), disability, sexual orientation, marital status, part time status, age, religion or belief. Promotion will be based solely on merit.

All employees will have equal access to training and other career development opportunities appropriate to their experience and abilities.

Woodhurst is committed to identifying and nurturing talent within the organisation. We actively manage career pathways and performance development to retain high-performing individuals and support them in progressing within the Company.

### **13.4 Complaints of Discrimination**

The Company will treat seriously all complaints of discrimination made by employees, clients, customers, suppliers, contractors or other third parties and will take action where appropriate.

In the event of discrimination taking place, employees are encouraged to raise the matter as soon as possible with their Manager or Human Resources using the Company's Grievance Procedure.

All complaints will be investigated in accordance with the Company's Grievance Procedure, as appropriate. All allegations will be treated in confidence and investigated thoroughly.

The Company is committed to ensuring that any employee making an allegation of discrimination will be protected from victimisation, harassment or less favourable treatment as a result of the allegation.

#### **13.4.1 Investigating Accusations of Unlawful Discrimination**

If an employee is accused of unlawful discrimination, the Company will investigate the matter fully. During the course of the investigation, the accused employee will be given the opportunity to respond to the allegation and provide an explanation of their actions.

If the investigation concludes that the claim is false or malicious, the complainant may be subject to disciplinary action.

If the investigation concludes that the accused employee's actions amount to unlawful discrimination, the accused employee will be subject to disciplinary action, up to and including dismissal without notice for gross misconduct.

#### **13.5 Resource Planning and Management**

Woodhurst is committed to effective resource planning and management to ensure that staffing levels, skills, and capabilities are aligned with business needs. Workforce planning is reviewed periodically to maintain a sustainable and balanced team structure that supports current client projects and future growth initiatives.

### **13.6 Succession Planning**

Woodhurst recognises the importance of identifying and developing future leaders within the business. Succession planning processes are designed to ensure business continuity by maintaining a pipeline of talent for key roles, supporting employee development, and addressing future leadership needs.

### **13.7 Monitoring Attrition**

Woodhurst monitors employee attrition rates and regularly reviews feedback to identify underlying causes. This information is used to inform people strategies and improve employee engagement and retention initiatives.