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### Scope of Policy

Cundall is fully committed to the elimination of unlawful and unfair discrimination and values the differences that a diverse workforce brings to the organisation.

The Practice will not discriminate on the grounds of race, gender, disability, nationality, religion, age, sexual orientation, family status or any other irrelevant factor and will build a culture that values meritocracy, openness, fairness and transparency.

All employees are responsible for the promotion and advancement of this policy. Behaviour, actions or words that transgress the policy will not be tolerated and will be dealt with in line with the Practice's disciplinary procedure.

The policy applies to all employees, clients, communities, suppliers and contractors, whether permanent or temporary. The policy applies to all processes relating to employment and training, and to any dealings with clients. Decisions relating to clients and communities will be based on business-related criteria only and any irrelevant information will not form part of the process.

This policy will be reviewed on an ongoing basis to reflect changes in the law, demographics and internal business requirements.

### Procedure

The publication of a diversity policy enables the Practice to send out a strong message of commitment, both internally and externally. Although the diversity policy is a fundamental part of the Practice's diversity strategy, it will be brought to life only if it is reinforced by practical activities which promote and encourage diversity within the Practice. The Practice is therefore committed to the following specific actions:-

- Regularly reviewing its policies and processes in relation to diversity, in particular with regard to recruitment and selection, performance management and training and development;
- Where appropriate, obtain workforce metrics and compare them with sector and best practice organisations;
- Consider the relevance of developing relationships with external benchmarking bodies to assess progress (for example, Race for Opportunity, Opportunity Now);
- Review the diversity of its workforce as appropriate within the context of the development and implementation of its overall business strategy;
- Where applicable, integrate diversity into training and development programmes;
- Join appropriate organisations in order to network, exchange best practice and generally raise the Practice's profile;
- Build relationships with trade, local and national press to develop a good external image and to position the Practice at the leading edge;
- Where appropriate, market the Practice's key representatives onto the conference circuit in order to present case studies and capture external best practice.