

Holdfast Training Services

Diversity & Inclusion Policy

Royal School of Military Engineering

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Managing Director's Statement

"I am fully committed to increasing diversity within the workforce and will seek to ensure that this commitment, reinforced by our standards, values and behaviours, is embedded in our day-to-day working practices. This commitment will also support my vision of ***creating and sustaining a culture that upholds, supports and promotes diversity and creates an environment in which all our employees feel included***".

Signed



Nik Chapman
Managing Director
Holdfast Training Services

Dated: 2 Apr 19

Contents

Managing Director's Statement.....	2
Guiding Principles	4
Diversity & Inclusion Definitions	4
Holdfast's Commitment	4
Responsibility & Accountability.....	4
Recruitment & Selection.....	5
Staff Induction	5
Flexible Working	5
Remuneration & Benefits	5
Bullying, Harassment & Discrimination	6
Raising a Concern.....	6
Handling Grievances.....	6
Whistleblowing Arrangements.....	6

Guiding Principles

Holdfast works to a set of guiding principles which outline the behaviours that are expected from all employees. These are:

- Building great relationships based on trust
- Never compromising on health and safety
- Respecting people and value their diversity
 - Treating everyone with courtesy and thoughtfulness
 - Being fair to people at all times
 - Listening to others' point of view
- Trusting our people to deliver
- Thriving on complexity
- Challenging ourselves and each other
- Safeguarding our customer's reputation
- Always striving to deliver

Diversity & Inclusion Definitions

Everyone is unique: even though we may have things in common with each other we are also different in all sorts of ways. This 'diversity' includes but is not limited to **background, culture, race, disability including mental health issues, religion, belief, sexual orientation and age.**

Inclusion is a feeling of being **valued, respected and supported.** It is about focusing on the needs of every individual and ensuring the right conditions are in place for each person to achieve their full potential.

In simple terms, diversity is the mix; inclusion is getting the mix to work well together.

Holdfast's Commitment

Holdfast believes that diversity and inclusion are essential factors which contribute to our continued success. We are:

- Committed to providing a working environment that promotes equality, opportunity, values and all forms of diversity;
- Committed to upholding and valuing the principles of diversity, inclusion, fair treatment and equality of opportunity¹;
- Opposed to unlawful discrimination in all its forms and we are committed to preventing acts of exclusion, unfair treatment, bullying and harassment.

Responsibility & Accountability

Managing Director, Holdfast Training Services has overall responsibility for diversity and inclusion in accordance with legislation and this policy.

All Holdfast staff involved in the recruitment, selection, induction and development of employees and third parties are responsible for ensuring that all activity is fair, non-discriminatory and meets the legislative requirements of the Equality Act 2010.

¹ Babcock Land's Equal Opportunities Policy & Procedure

All Holdfast staff have a responsibility for our own behaviour², for helping to remove barriers which limit participation and for creating a safe, welcoming and supportive environment in which everyone is treated fairly, with respect and dignity³.

Recruitment & Selection

Holdfast aims to attract the most appropriate pool of candidates to fill employment opportunities. Job descriptions and person specifications will be prepared for all posts prior to advertising and will indicate the responsibilities and tasks to be undertaken as well as the qualifications, skills and abilities required. Care will be taken to ensure that neither the description nor the specification discriminate against, or discourage any particular group from applying for a vacancy, nor make it difficult for anyone from such a group to apply⁴.

Staff Induction

All new employees and those transferring job roles will be required to follow an appropriate induction process to ensure they are equipped to do the job. During the induction period, all employees will be made aware of our commitment to diversity and inclusion and will also be informed of the disciplinary procedures as well as how to raise a concern or grievance.

Flexible Working

We believe in supporting our employees in their working arrangements. Whenever possible, a flexible approach will be taken to accommodate individual needs whilst maintaining the requirements of the business⁵.

- Any reasonable changes to working practice or arrangements will be made to ensure that no employee, applicant, or other stakeholder is disadvantaged;
- Any requests for changes in working practices or alternative working arrangements will be given due consideration in keeping with business and legislative requirements;
- All requests for flexible working will be considered constructively and on an individual basis.

Remuneration & Benefits

All employees will be treated fairly with respect to pay, benefits, facilities and services. This will include but not be limited to:

- **Annual Leave & Religious Holidays.** Holdfast will seek to accommodate any member of staff wishing to celebrate a recognised religious holiday or festival. In this instance, they will be required to use part of their annual holiday entitlement to cover time off and must follow the normal holiday booking procedure;
- **Cultural & Religious Needs.** Where staff have a particular cultural and religious need, the need will be assessed on an individual basis; Holdfast will consider whether it is

² Babcock Land's Code of Conduct Policy

³ Babcock Land's Dignity and Respect at Work Policy & Procedure

⁴ Babcock Land's Recruitment & Selection Policy and Procedure

⁵ Babcock Land's Flexible Working Policy & Procedure

reasonably practicable to meet these needs while maintaining the efficiency of the business;

- **People with Disabilities.** We will make genuine efforts to not discriminate during the recruitment process and take reasonable steps to make the workplace and individual jobs accessible to people with disabilities. We will regularly review facilities for disabled employees and will try to overcome any problems faced, wherever practicable and within reasonable resources.

Bullying, Harassment & Discrimination

Bullying is defined as persistent behaviour which is intimidating or malicious, or an abuse or misuse of power which undermines, humiliates or injures the person on the receiving end.

Harassment is defined as “unreciprocated” and “unwanted” comments or actions that are found objectionable and could threaten an employee’s or worker’s job security or a customer’s status.

Discrimination means treating an individual or a group less favourably than others, whether intentionally or unintentionally.

Holdfast will take seriously any complaint of bullying, harassment or unlawful discrimination and will not victimise people who make such a complaint. We will uphold the right of all staff to be treated with respect and dignity and to work in an atmosphere free from bullying, harassment and discrimination. All staff are responsible for ensuring that their own behaviour is sensitive to others and for ensuring that they do not condone or support the bullying or harassing behaviour of others.

Raising a Concern

We believe in equality and fairness in the workplace and will work to ensure that this is achieved. If any individual feels that they have not received fair treatment in any aspect of their employment including discrimination, bullying, victimisation or harassment, a concern can be raised through line management, HR or the grievance procedure. Alternatively Holdfast staff can contact the CiC helpline on 0800 0851376 or on assist@cic-eap.co.uk for an independent, free and confidential advice service.

Handling Grievances

All grievances and issues raised will be treated and addressed on an individual and fair basis in line with the Grievance Policy and Procedure⁶ which will be applied consistently throughout the organisation. All grievances and issues will be investigated and where the required standards of conduct and/or performance have not been met disciplinary action may be taken⁷. Any disciplinary action will be applied fairly and consistently in line with the particular Policy and Procedure.

Whistleblowing Arrangements

A confidential employee whistle blower hotline is available to relay Holdfast employee concern that the Business Conduct Standards⁸ are not being adhered to EG financial irregularity, non-compliance with

⁶ Babcock Land’s Grievance Policy & Procedure

⁷ Babcock Land’s Disciplinary Policy & Procedure

⁸ Babcock Code of Business Conduct



the law, breach of the Code of Business Conduct or a conflict of interest and the individual feels unable to raise with line management (or if they have raised matters, but are not satisfied with the response). All whistle blowing incidents will be reviewed by a senior manager not directly related to the incident, an external agency or by internal audit. The Whistleblowing hotline is available 24 hours a day, 7 days a week on Freephone 0808 100 5689 (enter access code 22226# to leave a message). Contact can also be made by email via www.intouchfeedback.com/babcock (enter access code 22226# on the home page or in writing to InTouch (Babcock), Blythe Valley, Innovation Centre, Blythe Valley Park, Solihull, West Midlands, B90 8AJ UK).

