

ELM HORTICULTURE LTD

EQUALITY AND DIVERSITY IN EMPLOYMENT POLICY

(Covering all employees and applicants for employment)

CONTENTS

Section

1. INTRODUCTION
2. POLICY AIMS
3. SCOPE
4. ELMS PRINCIPLES
5. ELMS RESPONSIBILITIES
6. DELEGATION OF RESPONSIBILITY
7. EMPLOYEE RESPONSIBILITIES

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EQUALITY AND DIVERSITY IN EMPLOYMENT POLICY

(Covering all existing employees and applicants for employment)

1. INTRODUCTION

- 1.1 Elm Horticulture is an equal opportunities employer and positively values the different perspectives and skills that a diverse workforce brings. We recognise that equality is of benefit to all groups, not simply those who may experience disadvantage.
- 1.2 Elm will undertake action to address the effects of historic societal discrimination in employment and will work towards a positive future for all. We will develop positive action to recruit, develop and increase employment of members of under represented groups. Through monitoring all stages of the employment life cycle Elm will assess progress and make changes where these are needed.

2. AIMS OF THE POLICY

- 2.1 The main aims of the policy are -
 - to meet the requirements of existing and forthcoming legislation related to equal opportunities in employment;
 - to eliminate unfair or unlawful discrimination in employment within the company;
 - to support the aspiration of mainstreaming equality and diversity within employment; and,
 - to develop and maintain positive measures at all stages of employment so that members of under represented groups can gain equitable access to opportunities for employment, professional development and promotion.

3. SCOPE

- 3.1 The Policy will apply to all Elms employees and prospective employees.

4 ELM HORTICULTURES PRINCIPLES

- 4.1 Equal opportunities and diversity issues relate to every aspect of working life. We recognise this and will work to achieve more than our basic responsibilities. Accordingly, we will -
 - encourage all employees to tell us about their disability status and ethnic origin in order to help monitor the effectiveness of this policy;
 - ensure that all employees know that they can request flexible work options, including support for family friendly working, alternative working patterns and other flexible working practices;

- ensure that all managers receive training and development on implementing equality and supporting diversity within their area of responsibility;
- develop and maintain positive action allowed by legislation to provide work placements, training opportunities, mentoring opportunities, and recruit and employ members of any under-represented group; and,
- present an annual report based on the monitoring of all stages of the employment life cycle and review relevant policies and practices as necessary.

5. ELMS RESPONSIBILITIES

5.1 Elm will ensure that no job applicant or employee receives less favourable treatment particularly on the grounds of his or her age, sex, race, nationality, disability status, ethnic origin, gender identity, marital status, sexual orientation, religion or similar belief, working pattern, employment status, caring responsibilities, political belief or trade union membership.

5.2 As an employer, it is Elms responsibility to:-

- ensure that policies and working practices comply with relevant equalities legislation. This includes all areas of recruitment and selection, training and development, grievances, disputes and discipline, terms and conditions of employment and termination of employment;
- ensure decisions about employment opportunities are based on objective and job related criteria relating to skills, knowledge and competencies;
- ensure that the policy is made known to all employees and job applicants;
- ensure that all employees understand issues relating to equality and diversity and reflect them in their behaviour, both with other employees and to the public in provision of services. This will include training and guidance for employees, where appropriate, to ensure that they fully understand and can comply with this policy;
- ensure that any allegations of harassment or bullying at work are fully investigated and that disciplinary action is taken if appropriate; and,
- monitor the effectiveness of this policy and take action to address any inconsistencies revealed by the outcomes of monitoring.

6. DELEGATION OF RESPONSIBILITY

6.1 The Managing Director and Site Managers will have overall responsibility for ensuring the full implementation and monitoring of this policy.

6.2 Site Managers have a specific responsibility for the implementation and monitoring of equal opportunities on their own sites and areas of work, albeit within Elms procedures. Site Managers are also responsible for managing any operational or financial impact arising from implementation.

6.3 All managers are responsible for ensuring that this policy is reflected in day to day working.

7. EMPLOYEE RESPONSIBILITIES

7.1 Individual employees of Elm at all levels have responsibility both in terms of legislative requirements and of the requirements of this policy, to assist in implementing equal opportunity and supporting diversity in employment.

7.2 In particular, individual employees:

- must not discriminate against any person or group when at work;
- must not behave in any way which colleagues may find offensive;
- must not induce, or attempt to induce other employees, management or trade unions to practice discrimination;
- should make it known if they believe that they or a colleague, are experiencing discrimination, harassment or bullying
- must not victimise any individuals who have made complaints or who have provided information about discrimination or harassment; and,
- must ensure that they take no action in their dealings with members of the public which could be held to be discriminatory in terms of this policy.

7.3 All employees should be aware that failure to comply with this Policy will be treated seriously and may result in disciplinary action being taken, including the possibility of dismissal.

7.4 This policy does not prevent any individual from pursuing their statutory rights under related legislation.

Date 01/01/09

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Elm Horticulture Ltd