

DIVERSITY AND EQUALITY POLICY



PARK PLACE CHAMBERS (CARDIFF) LIMITED (hereinafter referred to as Chambers) fully supports the principle of equal opportunity in employment and opposes any kind of unfair or illegal discrimination on the basis of colour, race, nationality, ethnicity, background, language, religion, sex, age, marital status, sexuality or disability.

- We will do everything possible to ensure that individuals are treated in a fair and equal manner and that decisions regarding recruitment, selection, training, promotion and career development are based solely on merit and ability, connected to the job.
- Employees and sub-contractors have personal responsibility for the practical application of the Company's Diversity and Equality Policy, which also extends to members of the public.
- CHAMBERS will aim to ensure that no direct or indirect discrimination occurs within the Company, and that all decisions regarding employment, to include details of applicants and the current workforce, will be monitored regularly. Any instances where it appears that equal opportunities are not provided, the circumstances will be investigated and immediate steps taken to improve the situation.
- The Company's Grievance Procedure is available to any employee who believes that he or she may have been unfairly discriminated against.
- Any employee or sub-contractor who is found to have committed an act of unlawful discrimination will face disciplinary procedures. Discriminatory conduct and sexual or racial harassment shall be regarded as gross misconduct.
- All new employees will receive an induction which includes awareness training on this policy and both employees and subcontractors will be required to follow the instructions of the Policy.
- The company will, as far as is reasonably practicable, make every effort to offer provision for people with disabilities. This can be either by making adaptations to premises and equipment providing improved access facilities, or possibly by making changes to employment terms and conditions, for example, flexible working.

- The policy records the commitment made by CHAMBERS and its objectives in avoiding the unfair treatment of individuals in all its business activities. It also outlines the policy's priorities, and the arrangements in place to ensure progress.
- This policy is relevant in the following areas:
 - > As an employer
 - > Service provision
 - > Planning activities
 - > Recruitment, selection, employment practices and terms and conditions
 - > Goods and services suppliers
 - > Representatives
- Any employee who is of the opinion that he/she has been treated unfairly in any way regarding this policy, has the right to raise the matter with the employer.
- Every employee has a duty to accept his or her personal responsibility in implementing the policy. At the same time, the company recognises that special responsibilities fall on the managers, supervisors and individuals connected with recruitment and administering the employees on a day to day basis.