

Diversity and Inclusion Policy Ashendon Recruitment Limited

Introduction

Ashendon Recruitment Limited is committed to fostering a diverse and inclusive workplace where every employee feels valued, respected, and empowered. We believe that diversity in our workforce enhances our creativity, decision-making, and overall business performance.

Purpose

The purpose of this policy is to outline our commitment to diversity and inclusion and to provide a framework for promoting an inclusive culture within Ashendon Recruitment Limited.

Scope

This policy applies to all employees, contractors, and partners of Ashendon Recruitment Limited.

Definitions

Diversity: Encompasses the full range of differences among people, including but not limited to race, gender, age, disability, sexual orientation, religion, national origin, and socio-economic status.

Inclusion: The practice of creating an environment where all individuals feel respected, accepted, and valued, allowing them to fully participate and contribute to the organization's success.

Policy Statements

Equal Opportunity Employment

Ashendon Recruitment Limited is an equal opportunity employer. We are committed to providing equal employment opportunities to all individuals regardless of race, gender, age, disability, sexual orientation, religion, national origin, or any other characteristic protected by law.

Recruitment and Selection

We strive to attract and recruit a diverse workforce by using inclusive language in job advertisements and by reaching out to a variety of talent pools.

Our selection process is designed to ensure fairness and transparency, utilizing structured interviews and diverse interview panels to minimize bias.

Workplace Culture

We are committed to creating an inclusive work environment where all employees feel valued and included.

We will support Employee Resource Groups (ERGs) to foster a sense of community and belonging among employees from diverse backgrounds.

Training and Development

All employees receive training on diversity and inclusion, including unconscious bias training, to ensure they understand the importance of these values and how to uphold them.

We will provide opportunities for continuous learning and development to help employees grow and succeed in their roles.

Flexible Working Arrangements

We recognize the importance of work-life balance and will offer flexible working arrangements where possible to accommodate the diverse needs of our employees.

Reasonable Adjustments

We are committed to providing reasonable adjustments to employees with disabilities to ensure they can perform their job effectively and comfortably.

Reporting and Addressing Concerns

Employees are encouraged to report any concerns related to diversity and inclusion without fear of retaliation. We will address all reports promptly and fairly.

We have established clear reporting channels and procedures for addressing complaints related to discrimination, harassment, or any other D&I-related issues.

Monitoring and Evaluation

We will regularly monitor and evaluate our diversity and inclusion initiatives to ensure they are effective and aligned with our goals.

We will collect and analyze data on workforce diversity to identify areas for improvement and track our progress.

Responsibilities

Management: Leaders and managers are responsible for promoting diversity and inclusion within their teams and ensuring that D&I policies are implemented effectively.



Human Resources: HR is responsible for developing, implementing, and monitoring D&I initiatives and providing support and resources to employees.

Employees: All employees are expected to contribute to a respectful and inclusive work environment and to adhere to the D&I policy.

Review and Updates

This policy will be reviewed annually and updated as necessary to ensure it remains relevant and effective.

Contact Information

For questions or concerns related to this policy, please contact the Director and owner Michelle Edwards at michelle@arlrecruitment.com

By adhering to this Diversity and Inclusion Policy, Ashendon Recruitment Limited aims to create a workplace where diversity is celebrated, and all employees have the opportunity to thrive.