

## Equal Opportunities/Diversity Policy Statement

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Our statement of commitment-

**Burton & Smith is committed to providing services which embrace diversity and which promote equality of opportunity. As an employer we are also committed to equality and valuing diversity within our workforce. Our goal is to ensure that these commitments are embedded in our day to day working practices with all our clients and colleagues. In this we seek to go beyond compliance with legislation**

We will provide equality of opportunity and will not tolerate discrimination on grounds of:

gender, gender identity marital status, sexual orientation, race, colour, nationality, religion or belief, age, disability, HIV positivity, working pattern, caring responsibilities, trade union activity or political beliefs - or any other grounds.

We will demonstrate our commitment by:

- promoting equality of opportunity and diversity within the communities in which we work and with all our partners and workforce;
- aiming to build a workforce which reflects our client base, within the diverse communities in which we work, with the aim of having parity of representation across the workforce;
- treating our clients, colleagues and partners fairly and with respect;
- promoting an environment free from discrimination, bullying and harassment, and tackling behaviour which breaches this;
- recognising and valuing the differences and individual contribution that people make;
- providing support and encouragement to staff to develop their careers and increase their contribution to the organisation through the enhancement of their skills and abilities;
- ensuring that our services are accessible to all;
- positively promoting a culture which supports a healthy work life balance and family friendly policies;

Every person working for Burton & Smith has a personal responsibility for implementing and promoting these principles in their day-to-day dealings with clients and with each other.

We will monitor the effectiveness of our service delivery and employee policies and processes in relation to these principles. Information from monitoring will be used to inform future policy and to enhance business processes.



**Peter Burton**  
Managing Director

12 September 2014

Standards BS 8522.2009 : ISO 19011

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