



Sanderson
Weatherall

Equality, Diversity and Inclusion Policy

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1	01/09/2021	Paul Crawshaw	Audit of all policies ready for new internal intranet.
1.1	11/08/2022	Paul Crawshaw	Revision & signature
1.2	10/08/2023	Paul Crawshaw	Revision & signature
1.3	21/03/2024	Megan Graham	Format changes
1.4	10/10/2024	Paul Crawshaw	Policy name and format changes. Worker Protection Act 2024 inclusion
1.5	10/07/2025	Paul Crawshaw	Revision & Signature
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Equality, Diversity and Inclusion Policy

1. General Statement about Equality, Diversity and Inclusion

Sanderson Weatherall LLP aims to deliver to its clients advice and services to the highest standards of expertise and quality, which means we are seeking to select, promote and reward in accordance with merit. An effective Equality, Diversity and Inclusion Policy enables us to develop good employment practices, which in turn reflects upon the level of skills and expertise we are able to attract and retain, which in turn reflects upon the service we provide.

As such it is crucial that the management of employees, and our HR policies and procedures, prevent any discrimination based on unjustifiable conditions. This policy applies equally to the treatment of our clients and contractors/suppliers.

The Executive Board of SW has ultimate responsibility for this policy and its effective implementation. However, all employees have an individual responsibility for ensuring discrimination or harassment (sexual or otherwise) is eliminated, both in employment workplaces, our Company practices and business dealings. This is a key element towards the creation of a climate at work in which equality of opportunity and treatment is a reality and not just a desire.

This document sets out our policy and procedures on Equality, Diversity and Inclusion in employment to provide the necessary encouragement and guidance to employees to implement our policy. The aim of Sanderson Weatherall LLP is not merely to comply with legal requirements, but to establish and give effect to a positive policy of equal opportunity. As such, non-adherence to this policy is a disciplinary offence and this policy will be communicated to all employees and can be located on Sanderson Weatherall LLP's intranet

2. Equality, Diversity and Inclusion Policy

Sanderson Weatherall LLP is committed to the principles and philosophy of equal opportunities. In keeping with these aims our goals are:

- a) To work towards the elimination of discrimination, on the grounds of sex, marital status, civil partnership, race, disability, religion, age, sexual orientation or gender reassignment.
- b) To promote equality of opportunity in recruitment, selection, training, salary review, performance appraisal, promotion, discipline and dismissal.
- c) To promote good relations between persons of different protected characteristics and to protect any individual from harassment or victimisation on any of the above grounds.
- d) To implement the workings of the Equality Act 2010 and the codes of practice advocated by the Equal Opportunities Commission and the Equality and Human Rights Commission through the implementation, and continuing evaluation of all its personnel policies and procedures.
- e) To ensure Sanderson Weatherall LLP is free of unwanted conduct and harassment that violates the dignity of workers or creates an intimidatory, hostile, degrading, offensive or humiliating environment.

3. Definitions

"Direct Discrimination" is where a person is treated less favourably, or separated from others, on the grounds of sex, marital status, civil partnership, race, disability, religion, age, sexual orientation or gender reassignment as defined in the Equality Act 2010. This also includes discrimination by association or perception.

"Indirect Discrimination" means imposing a condition or requirement which could not be applied equally regardless of sex, marital status, civil partnership, race, disability, religion, age, sexual orientation or gender reassignment and where the requirement cannot be justified as necessary for the job.

"Victimisation" is any detrimental action taken against an individual for expressing their rights under this policy.

"Harassment" is behaviour, which is unreasonable, unwanted and offensive to the recipient, which has the purpose or effect of violating the recipient's dignity, or creating an intimidating, hostile, degrading humiliating or offensive working environment. Such behaviour may be persistent or an isolated incident, and directed at one or more people with the protected characteristics, and may range from jokes, suggestions and comments to physical contact.

The Worker Protection Act (2024) is an amendment to the existing Equality Act 2010.

The act, which states that 'an employer must take reasonable steps to prevent sexual harassment of employees in the course of their employment', will mean a number of things for employers, and guidance from the European Human Rights Commission have already indicated actions that employers need to be taking to ensure that they're compliant with the incoming regulation.

"Sexual Harassment" may be defined as 'unwanted verbal, non-verbal or physical conduct of a sexual nature which has the purpose or effect of violating the recipient's dignity, or of creating an intimidating, hostile, degrading, humiliating or offensive environment for the recipient.

"Sexual harassment" can include a wide range of behaviours including:

- Verbal harassment such as sexual or suggestive comments, comments about someone's body or appearance, and name calling.
- Sexual jokes or innuendos, sexual gestures or noises such as wolf-whistling, and spreading sexual rumours about someone.
- Personal questions about someone's social life, sex life, sexual history, sexual fantasies or preferences.
- Staring, sexual looks or looking someone up and down.
- Unwanted touching or physical contact, including brushing up against someone, kissing, stroking, pinching, massaging or hugging.

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- Unwanted flirting, sexual advances, or repeatedly asking someone out who isn't interested.
- Indecent exposure or 'flashing', cyberflashing, upskirting or downblousing.
- Stalking, sexual assault or rape (including attempted rape or attempted sexual assault).

"Reasonable Adjustments" are actions taken to reduce the effect of a person's disability on their ability to undertake their duties. Reasonable adjustments are a legal requirement.

4. General Statement on Procedures

It is unlawful, unless a Genuine Occupational Qualification exists, to discriminate directly or indirectly on the above grounds. Therefore, any restrictions which are applied, and which affect certain groups of employees more than others, may effectively result in indirect discrimination. For a person with a disability, reasonable adjustments must be considered, and if not applied, discrimination will be deemed to have occurred.

As such all policies and procedures of Sanderson Weatherall LLP must strengthen our aim to be an equal opportunities employer and seek to incorporate the Equal Opportunities Commission and Equality and Human Rights Commission Codes of Practice in these. Sanderson Weatherall LLP is not only committed to the letter of the law but also to the promotion of equality of opportunity in all aspects of employment. Hence, appointment, training and promotion policies will be applied in accordance with the requirements of the job and the individual's ability.

We believe our policies and procedures are a means of maximising the effective use of human resources in Sanderson Weatherall LLP and are in the employees' best interests. The following procedures have been established to eliminate discrimination. To ensure they meet with the aims of this policy they will be continually reviewed and amended as needed.

All employees within Sanderson Weatherall LLP will be made aware of the provisions of this policy, have access to an actual copy of this policy and through adherence to the following procedures meet with the requirements of this policy.

5. Preconceptions

In the application of this policy, it is essential that employees guard against discrimination on the basis of possible assumptions about an individual on the grounds of their sex, marital status, civil partnership, race, disability, religion, age sexual orientation or gender reassignment which make them unsuitable for work or other associated benefits. Sanderson Weatherall LLP emphasise that discrimination as a consequence of ANY pre-conception is unacceptable. Decisions must always be made on the facts gained.

6. Recruitment and Selection

Applicants for posts shall be given clear and accurate information about posts through advertisements, job descriptions and interviews in order to enable them to assess their own suitability for a post.

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Advertisements and recruitment drives shall be aimed at as wide a group of suitably qualified and experienced people as possible.

Recruitment literature shall not imply there is a preference from one group of applicants unless there is a Genuine Occupational Qualification, which must be stated (see first paragraph under 4. General Statement on Procedures). Each candidate will be considered on his/her merits and suitability for the post.

All applicants shall be informed that Sanderson Weatherall LLP encourages equal opportunities and operates an equal opportunities policy. Such information shall be conveyed on job advertisements, job descriptions and application forms. Further all job descriptions and person specifications shall only include requirements that are necessary and justifiable for the effective performance of the job.

All interviews will be thorough, conducted on an objective basis and shall only deal with the applicant's suitability for the job and ability to fulfil the job requirements. Where it is necessary to consider whether personal circumstances will affect the performance of the job (e.g. where unsocial hours are involved or excessive travel) it shall be discussed objectively without detailed questions based on assumptions about age, marital status, children, domestic arrangements or racial or cultural differences. Information necessary for personnel records can be collected after the job offer has been made.

7. Training

Sanderson Weatherall LLP has a positive policy towards training and believes that all employees should continually update their skills and knowledge. As such, all employees will be encouraged to discuss their personal development and training needs with their manager and/or a Partner. These matters will also be discussed at the annual Performance Review as well as other briefings and review meetings and any comments will be formally noted, but informal discussions are also encouraged.

All training requests are considered on an individual basis and agreed with the appropriate HOD , Shareholding Partner.

Mandatory Training

All employees within Sanderson Weatherall LLP are required to undertake Mandatory Training upon commencement of employment and furthermore on an annual basis in the following areas:

- Health & Safety Essentials / Fire Awareness
- Sexual Harassment Awareness
- Equality Diversity and Inclusion
- First Aid Awareness

8. Performance Review

The Performance Appraisal Interview is a very important procedure. It is held annually and gives both the appraiser and the member of employees the opportunity to discuss the means by which the objectives of the next year may be met. The review may be held more regularly if necessary.

The Performance Appraisal is applied equally to all employees. It is a formal exercise which asks specific questions of both parties and is intended as a two-way discussion. It is not a one-way appraisal, and employees may, if they wish, add their own comments on their Appraisal Form. Irrespectively before the Meeting Record is filed on the individual's personnel file both parties sign to state they accept that which is written.

9. Terms and Conditions of Service and Facilities

Sanderson Weatherall LLP will not discriminate on the grounds of sex, marital status, civil partnership, race, disability, religion, age, sexual orientation or gender reassignment in the provision of employees facilities and benefits.

10. Monitoring

The Executive Board alongside HR are responsible for implementing and monitoring the effectiveness of the Equality, Diversity and Inclusion Policy. On a day-to-day basis, the HR Manager may offer advice and assistance on any part of this policy and procedure and will gather monitoring information regarding grievances, disciplinary action and terminations of employment.

All aspects of Personnel Policies and Procedures shall be kept under review to ensure that they do not operate against equal opportunities. Information gathered about a person's sex, race, marital status, civil partnership, religion and/or disability will be maintained in accordance with the provisions of the Equality Act (including monitoring purposes) and the Data Protection Act.

Where it is found that there is an under representation of a group or groups, in comparison to their representation within the community, this policy and the actions taken by Sanderson Weatherall LLP will be re-examined and amended as necessary to prevent discrimination.

This policy will be reviewed from time to time by an appropriate body, which at this time is the Executive Board.

From 1 May 2010 information will be sought from prospective employees on ethnicity and racial background in accordance with the Equality and Human Rights Commission's suggested ethnic monitoring categories. Retrospective information (i.e. that from existing employees) will also be gathered. All such information will be held in the strictest confidence and will only be used to promote equality of opportunity and prevent unlawful racial discrimination.

11. Grievances

Where it appears that any employee or candidate / applicant is not being offered treatment in accordance with this policy, or in instances where sexual harassment is evidenced, the circumstances will be robustly investigated through the Disciplinary and Grievance Procedure.

Investigations will be made to see if there are any policies or criteria which exclude or discourage employees, and if so, whether these policies and/or criteria are justifiable.

Appropriate action will be taken where necessary to redress the effects of any policy or criteria, which are found to have unjustifiably limited the provision of equal opportunities.

For further information please contact the HR Manager

This policy has been reviewed by Paul Crawshaw, HR Manager

Signed:



Dated: 18.03.2026

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