



Equality & Diversity Compliance Statement

HSE Property Compliance Ltd, HSE-Compliance Ltd, and HSE Consulting (UK) Ltd operate as a group, hereafter 'HSE' ("we", "us" or "our") and are committed to acting and operating in compliance with the management approach.

HSE is committed to building a workforce that reflects the diversity of the communities it serves, valuing the benefits of access to a wide range of individual backgrounds, experiences, and skills. HSE aims to create an organisation that promotes equality and is free from discrimination and harassment, where all staff can fulfill their full potential in an environment of fairness, dignity, and respect.

Everyone working in or encountering HSE will be treated fairly and valued equally, regardless of age, disability, race, nationality, ethnic or national origin, gender, marital status, religion, beliefs, sexual orientation, gender reassignment, domestic circumstances, carer responsibilities, social and employment status, political or trade union membership.

The HSE Business Team will apply all reasonable endeavours to ensure that its employment practices comply fully with equal opportunities legislation.

2. Responsibilities

2.1 HSE

HSE, through the Managing Director and Business Management Team, will be accountable for the implementation of this policy and in particular, a responsibility to:

- Adopt a culture that embraces diversity and encourages equal opportunities best practice.
- Promote the use of this policy and ensure that training in its provisions is provided to managers and staff.
- Establish systems for monitoring the implementation of the policy and take action to rectify any inequalities or deficiencies.

2.2 Managers & Supervisors

Managers & Supervisors have a responsibility to:

- Maintain an environment that actively promotes equality and diversity and is free from discrimination.
- Ensure that staff understand this policy, along with their responsibilities accordingly, and that they know how to raise any concerns.
- Apply all HSE policies fairly, consistently, and without discrimination, especially those relating to recruitment, training, performance management, sickness, and redundancy.
- Make sure that all complaints of discrimination are properly investigated and dealt with immediately, sensitively, and confidentially.



Employees have a responsibility to:

- Participate and cooperate in any measure introduced by HSE to implement this policy, promote equal opportunity, and prevent discrimination.
- Treat all colleagues with dignity and respect and ensure they do not indiscriminate, either directly or indirectly, or induce others to practice discrimination.
- Challenge and report any discrimination they witness and support colleagues who are discriminated against in complaining about such behaviour.

3. Fair Employment Practices

3.1 Recruitment and Selection

HSE will carry out all recruitment to ensure that the most suitable person is appointed fairly to the job.

HSE will ensure that job opportunities are publicised within the local community. All posts will normally be advertised, both internally and externally (through the website and/or appropriate media). Advertisements will be expressed in clear language and will include a statement outlining HSE's commitment to equal opportunities.

Application forms will be simple and request only the minimum information for making a decision. Applicants will be asked to complete an Equal Opportunities Monitoring form as part of their application. These forms will be used for monitoring purposes only and will play no part in the selection process.

Selection for posts will be based on objective and justifiable criteria, which are directly related to the skills required to carry out the job description and which are laid out in the person specification for the post. These criteria must not unfairly exclude applicants of a particular group.

If a manager believes that a Genuine Occupational Qualification may apply, then they should discuss this with the Business Management Team. Selection procedures (shortlisting and interviewing etc) will be carried out equally, fairly, and by more than one person. Wherever possible, the panel should reflect the diversity of the workforce. Ideally, all members of the panel must be trained, or otherwise assessed as competent, in non-discriminatory recruitment and selection procedures.

Where an applicant with a disability meets the selection criteria for the post, they will be guaranteed an interview (see section 3.6). Managers should always check whether shortlisted candidates have any requirements to enable them to participate in the interview/selection process.

Interviews must be conducted objectively and consistently, dealing only with applicant's suitability to fulfil the requirements of the post. Where tests or other selection methods are used, these must provide objective measures of the applicant's ability to do the job.

Shortlisting and interview records will be completed and kept for a period of one year. All applicants are entitled to request and be given reasons for their non-selection and this entitlement will be made clear in the documentation sent to them in the information pack.

3.2 Training and Development

All employees will have equal access to the development opportunities provided by HSE.

Any selection criteria applied to training courses will be reviewed to ensure that they are not directly or indirectly discriminatory. Where possible, HSE will ensure that training programs make provision for staff who work part-time or have flexible working patterns.

3.3 Promotion

Except for re-grading to reflect increased responsibilities, all promotions will be based on applying for the post through the normal selection process, internal candidates will be treated the same way as external candidates throughout the selection process.

3.4 Human Resources Principles/Terms and Conditions

Terms and conditions of employment and employee benefits will be those relating to the post and there will be no discrimination in the way they are applied. Equally, HSE's Human Resources Principles will be applied consistently and fairly to all staff.

3.5 Cultural and Religious Needs

HSE recognises that some employees may have particular cultural or religious needs (for example, the need to observe prayer time and other religious rites, special dietary requirements, or the need to wear specific clothing). Whenever it is reasonable and can be accommodated without adversely impacting service delivery, HSE will endeavour to allow these needs to be met.

3.6 Tendering Arrangements

HSE will require any companies tendering for work to provide information about their Equal Opportunities and Diversity policy so that HSE can be confident that the companies have a robust approach in accordance with statutory or regulatory requirements.

4. Appeals and Complaints

If a member of staff feels that they have been the victim of discrimination, then they have the right to raise this as a grievance under HSE's Grievance Procedure. No member of staff who, in good faith, complains about discrimination or harassment, shall be victimised or receive less favourable treatment for doing so.

If an external applicant for a post feels that they have been discriminated against, then they will be referred to the Human Resources Lead, who will investigate the matter and respond to the applicant as appropriate. This entitlement will be made clear in the recruitment literature.

Other external individuals, who have a complaint against the way they have been treated by HSE or its employees, should raise this under HSE Group complaints procedure.

All reports of alleged discrimination will be investigated fully. Any employee who is found to have discriminated against others will be subject to disciplinary action under HSE's Disciplinary and Appeals Procedure. Serious breaches will be regarded as gross misconduct and will be liable to lead to dismissal.

5. Monitoring the Policy

To monitor the implementation of this policy, the Business Management Team will collect and analyse the following information:

- The profile of its current workforce
- Internal promotions and recruitment
- Reason for giving notice and/or resigning
- Participation in internal training is through suitability and capability
- The use of formal disciplinary, sickness, grievance, and harassment procedures

Monitoring of the successful implementation of this policy will also be carried out through the annual staff attitude survey.

6. Implementing the Policy

6.1 Communication

The content of this policy and progress reports on its implementation will be communicated to all staff through staff briefings, the intranet, and publicly via the HSE website.

In addition, team meetings will be used to raise and discuss the aspects and issues covered in this policy and to ensure that all staff remain fully aware of their responsibilities concerning equal opportunities and diversity.

6.2 Training

All staff will receive information about this policy as part of their induction.

HSE will also make more detailed training on equality and diversity available to staff, both through organising specific equal opportunities programs and through integrating equality issues into other existing courses (including management development programs and training on the application of HR policies).

In addition, training equal opportunities recruitment and selection practices will be made available to managers and staff who participate in appointment panels (where they are not otherwise assessed as competent).

7. Review of the Policy

This policy will be reviewed and amended within two years as part of the program of policy and guidance review.

Signed 
Chris Wood

Date: 01 October 2023

Managing Director

