

NICHOLSONS

Equal Opportunities and Dignity at Work

For Applicants

POLICY

2024

Created by HR

REVISIONS

Date	Revisions <i>(Even just quality control and no amendments)</i>	Person
05/12/2024	Created	HR

CONTENTS

EQUAL OPPORTUNITIES STATEMENT

PROTECTED CHARACTERISTICS

EQUALITY, DIVERSITY AND INCLUSION (EDI)

RECRUITMENT, ADVERTISING, AND SELECTION

VISION

PRINCIPLES

EQUAL OPPORTUNITIES STATEMENT

Nicholsons is committed to fostering a diverse, equitable, and inclusive workplace where everyone feels valued and respected. This policy outlines our commitment to ensuring equal opportunities for all, irrespective of protected characteristics as defined by the Equality Act 2010.

PROTECTED CHARACTERISTICS

We ensure equal treatment in recruitment, employment, promotion, and other workplace activities, without discrimination based on:

- Age
- Gender reassignment
- Marriage or civil partnership
- Pregnancy or maternity
- Disability
- Race (including colour, nationality, ethnic or national origin)
- Religion or belief
- Sex
- Sexual orientation

We do not tolerate unlawful or unfair discrimination in any form and are proactive in addressing both direct and indirect discrimination.

Direct Discrimination: When someone is treated less favorably due to a protected characteristic.

Indirect Discrimination: Practices or policies that apply to all but disadvantage individuals with a particular protected characteristic.

We take reasonable steps to eliminate both types of discrimination in all aspects of our work.

EQUALITY, DIVERSITY AND INCLUSION (EDI)

Nicholsons is committed to encouraging equality, diversity and inclusion among our workforce and eliminating unlawful discrimination. The aim is for our employees to be representative of society and our customers and for each employee to feel respected and able to give their best.

Equality means fairness: we must ensure that individuals, or groups of individuals, are not treated less favourably because of their protected characteristics. Where employees experience barriers to certain opportunities, we seek to understand what they require and put support in place – this is known as equity.

Diversity is recognizing, respecting and celebrating each other's differences. A diverse environment is one with a wide range of backgrounds and mindsets, which allows for an empowered culture of creativity and innovation. Inclusion means creating an environment where everyone feels welcome and valued.

RECRUITMENT, ADVERTISING, AND SELECTION

Achieving equality, diversity, and inclusion starts with fair recruitment practices. We ensure every stage of the recruitment process is designed to select the most qualified person based on their skills and abilities.

Advertising

- All Nicholsons job adverts aim to encourage applications from a wide range of qualified candidates.
- We avoid unnecessary criteria or provisions that might exclude people with certain protected characteristics unless it is a legitimate occupational requirement.

Selection

- Candidates are assessed objectively against the requirements of the job.
- Those responsible for short-listing, interviewing, and hiring are trained to apply criteria consistently and fairly.
- Interview questions focus on job requirements, avoiding any that could indicate bias or discrimination (e.g., questions about pregnancy, family plans, health, or disability).
- By embedding these principles into every aspect of our recruitment and selection process, Nicholson's ensures a fair and inclusive workplace for all.

VISION

We envision Nicholson's to be a place where:

- Employees feel respected, valued, and supported to participate, succeed and stay in the workplace and the community.
- Employers celebrate diversity, encourage intercultural understanding, uphold worker rights and support colleague development.
- Employers are leaders in creating a welcoming and inclusive community.

PRINCIPLES

We uphold that:

- Diversity contributes to the strength and prosperity of our organisation and our community.
- Equity is fundamental to successful inclusion.
- Everybody deserves a safe and respectful work environment.
- Inclusive, diverse and equitable workplaces benefit all.