BUILD WITH HEMP

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Equality & Diversity Policy 2025

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Equality & Diversity Policy

Policy & Principles

> Build with Hemp Limited is dedicated to providing equal opportunities for all employees and applicants. We aim to create an environment where diversity is valued and celebrated, and where everyone has the opportunity to reach their full potential.

At Build with Hemp Limited are committed to eliminating discrimination, harassment, and victimisation, and to promoting equality of opportunity and good relations.

Scope

This policy applies to all employees, job applicants, contractors, clients, and visitors to Build with Hemp Limited. It covers all aspects of employment, including recruitment, training, promotion, working conditions, and termination.

Responsibilities

4.1 Senior Management:
The senior management team is responsible for ensuring that this policy is implemented and adhered to throughout the organisation. They will provide the necessary resources and support to promote equality and diversity.

4.2 Line Managers:
Line managers have a duty to ensure that their teams understand and comply with this policy.

4.3 Employees:
All employees have a responsibility to treat others with respect and dignity and to contribute to creating an inclusive and diverse workplace. They should report any incidents of discrimination, harassment, or victimisation in accordance with the procedures outlined in this policy.

Prohibited Conduct

5.1 Discrimination:
Discrimination, whether direct or indirect, on the grounds of race, ethnicity, gender, age, disability, or any other protected characteristic is strictly prohibited. This includes both intentional and unintentional discrimination.

5.2 Harassment:
Harassment, including but not limited to verbal, physical, or written conduct that creates a hostile or intimidating environment, is not tolerated. This includes harassment based on any protected characteristic.

5.3 Victimisation:
Victimisation—treating someone unfairly or subjecting them to detriment because they have made a complaint or supported someone else's complaint of discrimination or harassment—is strictly prohibited.

Recruitment and Selection

6.1 Job Advertisements:
All job advertisements will be written in a way that encourages applications from a diverse range of candidates. They will not contain any discriminatory language or requirements that are not essential for the role.

6.2 Shortlisting and Interviewing:
Shortlisting and interviewing processes will be conducted objectively and without bias. Selection decisions will be based on merit, skills, and experience.

6.3 Reasonable Adjustments:
Reasonable adjustments will be made during the recruitment process to ensure that applicants with disabilities are not disadvantaged.

Training and Development

7.1 Training:
All employees will receive training on equality and diversity, including their rights and responsibilities under this policy. Training will be provided regularly and tailored to the organisation's needs.

7.2 Development Opportunities:
Build with Hemp Limited is committed to providing equal access to development opportunities for all employees. Promotion and career progression will be based on merit and potential, without discrimination.

Complaints and Reporting Procedure

8.1 Reporting Incidents:
Any employee who believes they have been subjected to discrimination, harassment, or victimisation, or who has witnessed such behaviour, should report it immediately to their line manager or the designated person responsible for handling such complaints.

8.2 Confidentiality:
All complaints will be handled in confidence. No employee will be victimised or treated unfairly for making a complaint in good faith.

8.3 Investigation and Resolution:
All complaints will be thoroughly investigated, and appropriate action will be taken to address any substantiated allegations of discrimination, harassment, or victimisation. This may include disciplinary action, training, or other measures as deemed necessary.

Monitoring and Review

9.1 Monitoring:

Build with Hemp Limited will regularly monitor the implementation of this policy and collect data on equality and diversity within the organisation. This data will be used to identify any areas for improvement and to measure progress over time.

9.2 Review:

This policy will be reviewed periodically to ensure it remains effective. Any necessary revisions will be made in consultation with employees and relevant stakeholders.

Michael Walker
Managing Director

References:

Equality Act 2010
ISO 9001:2015 – Quality management systems – Requirements
ISO 45001:2018 – Occupational health and safety management systems – Requirements with guidance for use employees must raise concerns with their manager or the Data Protection Officer.