

EQUALITY, DIVERSITY AND INCLUSION POLICY

EXECUTIVE SUMMARY

- Application to employees, agency workers, casual workers, consultants and self-employed contractors.
- Commitment to developing, maintaining and supporting a culture of equality, diversity and inclusion.
- Responsibility on everyone for maintaining the culture.
- Complaints process.
- Monitoring and reviewing our diversity data.

POLICY

Countryside is committed to developing, maintaining and supporting a culture of equality, diversity and inclusion in its workforce. We do not discriminate on the grounds of sex, age, ethnicity, sexual orientation, religion or belief, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, colour or nationality. We aim to treat all our employees and all external job applicants with dignity and respect, on a fair and equitable basis, taking into account the skills and experience required to perform each role. We strive to ensure that our policies and practices disadvantage nobody, whether groups or individuals.

RESPONSIBILITIES

- Everyone has a role to play in ensuring that equality, diversity and inclusion is practised in accordance with this policy. All managers must set an appropriate standard and, wherever possible, proactively promote equality, diversity and inclusion.
- We treat part-time and fixed-term employees no differently to comparable full-time or permanent employees, and they enjoy no less favourable terms and conditions (pro-rated where appropriate), unless different treatment is justified.
- If any individual believes this policy is not being adhered to, they are encouraged to bring this to the attention of their manager.
- The Group seeks maintain its focus on equality, diversity and inclusion by:
 - Minimising the potential for discrimination, harassment and bullying
 - Seeking out opportunities to promote inclusive development
 - Seeking out the views of stakeholders
 - Taking necessary steps so that people with protected characteristics do not experience disproportionate disadvantage within the Group
 - Providing training to help individuals understand the importance of equality, diversity and inclusion.

RECRUITMENT, SELECTION AND DEVELOPMENT

- We do not discriminate in the recruitment, training or promotion of staff who are otherwise qualified for particular positions. We avoid our job descriptions being drawn up in such a way as to exclude particular groups or individuals. Everyone is selected, promoted and treated solely based on their relevant merits and abilities to fulfil the role.

- We request information from applicants for employment, to allow us to monitor adherence to the Equality, Diversity and Inclusion Policy.
- We promote the existence of this policy to all those employees responsible for recruitment. We provide training on equality, diversity and inclusion as part of the Group's approach to recruitment.
- We require all individuals who are involved in the employment of staff not to discriminate unfairly. Any allegations of such behaviour, or of harassment or victimisation, are investigated thoroughly, with disciplinary action being taken where necessary.
- We seek to convey the Group's intention to promote equality, diversity and inclusion on advertisements and company literature where appropriate.

COMPLAINTS

Any employee who feels they have not been treated in accordance with this policy is entitled to raise the matter through the grievance procedure.

All complaints are taken seriously and dealt with promptly and confidentially. If an employee or worker is found to have breached the equality, diversity and inclusion policy, they may be subject to disciplinary action which could ultimately result in dismissal.

MONITORING AND REVIEW

Diversity data is regularly collected, monitored and analysed to ensure our employment processes are fair and are achieving the aims of this policy. This data may include information about the gender, age, ethnicity, sexual orientation, religion and belief or disability provided by employees and job applicants.

We aim to undertake a formal review of this policy at regular intervals or after significant changes in our business operations or legislation and communicate the changes as appropriate.