

Dove Nest Group

Equality, Diversity and Inclusion Policy

DOVE NEST GROUP POLICIES AND PROCEDURES

Document Control

Title of document	Equality, Diversity and Inclusion Policy v2.2 2026
Document status	Live
Supersedes	Equality, Diversity and Inclusion Policy v2.2 2024
Approved by	Jenny Jones
Date of approval	17/06/2026
Publication/issue date	17/06/2026
Review date	Biennially
Distribution	BrightHR

AUTHORISATION

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Date 17/06/2026

DOVE NEST GROUP POLICIES AND PROCEDURES

Introduction

Dove Nest Group is committed to eliminating discrimination and promoting equality and diversity in its own policies, practices and procedures and in those areas in which it has influence. This applies to the company's professional dealings with staff and directors, other companies, associates, clients and third parties, and to all apprentices and other learners.

Aim

The company intends to treat everyone equally and with same attention, courtesy and respect regardless of their disability, gender and gender identity, marital status, age, race, racial group, colour, ethnic or national origin, nationality, religion or belief or sexual orientation.

1. Regulation and Legislation

In developing and implementing its anti-discrimination policy, Dove Nest is committed to complying with all current and any future anti-discrimination legislation and associated codes of practice including, but not limited to:

- the Equal Pay Act 1970,
- the Sex Discrimination Act 1975,
- the Race Relations Act 1976,
- the Disability Discrimination Act 1995,
- the Employment Rights Act 1996,
- the Employment Equality (Sexual Orientation) Regulations 2003,
- the Employment Equality (Religion or Belief) Regulations 2003,
- the Employment Equality (Age) Regulations 2006 and any relevant amendments or re-enactments of such legislation
- The Equality Act, 2010,
- The Commission for Racial Equality code of practice for the elimination of racial discrimination and the promotion of equality of opportunity in employment (1983)
- The Equal Opportunities Commission code of practice on sex discrimination; equal opportunities policies, procedures and practices in employment (1985)
- The Equal Opportunities Commission code of practice on Equal Pay (2003)
- The Disability Discrimination Act 1995 codes of practice in relation to rights of access to facilities, services and premises in employment
- The European Community code of practice on the protection of the dignity of men and women at work.

And any relevant amendments to such codes or further codes of practice.

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2. The Nine Protected Characteristics

The Equality Act, 2010 indicates nine protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and Maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Discriminating on any of these protected characteristics is illegal and may be processed in accordance with the Equality act.

3. Forms Of Discrimination

The following are the kinds of discrimination which are against the company's policy:

3.1 Direct discrimination

Where a person is treated less favourably (purposefully or accidentally) on the grounds of any protected characteristics.

3.2 Indirect discrimination

Where an apparently neutral provision, criterion or practice would put a substantially higher proportion of the members of one protected characteristic at a particular disadvantage compared with other persons unless that provision, criterion or practice is objectively justified by a legitimate aim and the means of achieving that aim are appropriate and necessary

3.3 Victimisation

Where someone is treated less favourably than others because he or she has taken action against the company under one of the relevant Acts (e.g. Whistleblowing).

3.4 Harassment

When unwanted conduct related to any of the protected characteristics referred to above takes place with the purpose or effect of violating the dignity of a person and of creating an intimidating, hostile, degrading, humiliating or offensive environment. Harassment may involve physical acts or verbal and non-verbal communications and gestures. This will include physical, verbal and non-verbal acts. Note harassment also applies to forms of unwanted communication without discrimination – for full details read the Harassment and Bullying policy.

4. Employment

4.1 General Statement

As an employer, the company will treat all employees and job applicants equally and fairly and not discriminate unjustifiably against them. This will, for example, include arrangements for recruitment and selection, terms and conditions of employment, access to training opportunities, access to promotion and transfers, grievance and disciplinary processes, demotions, selection for redundancies, dress code, references, bonus schemes, work allocation and any other employment related activities.

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4.2 Recruitment and selection

The company recognises the benefits of having a diverse workforce and will take steps to ensure that:

- 4.2.1 It endeavours to recruit from the widest pool of qualified candidates possible;
- 4.2.2 Employment opportunities are open and accessible to all based on their individual qualities and personal merit;
- 4.2.3 Where appropriate, positive action measures are taken to attract applications from all sections of society and especially from those groups which are underrepresented in the workforce;
- 4.2.4 Selection criteria and processes do not discriminate unjustifiably on the grounds of disability; gender; marital status; age; race; racial group; colour; ethnic or national origin; nationality; religion or belief; or sexual orientation; other than in those instances where the company is exercising permitted positive action;
- 4.2.5 Wherever appropriate and necessary, lawful exemptions (genuine occupational requirements) will be used to recruit suitable staff to meet the special needs of particular roles;
- 4.2.6 Any recruitment agencies acting for the company are aware of its requirement not to discriminate and to act accordingly.

4.3 Targets

The company will use its best endeavours to compare favourably with similar sector companies with regards to targets for the employment of ethnic minorities, as are produced from time to time in accordance with the provisions of the anti-discrimination legislation.

4.4 Conditions of Service

The company will treat all employees equally and create a working environment which is free from discrimination and harassment and which respects, where appropriate, the diverse backgrounds and beliefs of employees.

Terms and conditions of service for employees will comply with antidiscrimination legislation. The provision of benefits such as working hours, maternity and other leave arrangements, performance appraisal systems, dress code, bonus schemes and any other conditions of employment will not discriminate against any employee on the grounds of their gender; marital status; age; race; racial group; colour; ethnic or national origin; nationality; religion or belief; or sexual orientation; or unreasonably on the grounds of their disability.

Where appropriate and necessary, the company will endeavour to provide appropriate facilities and conditions of service which take into account the specific needs of employees which arise from their ethnic or cultural background; gender; age; responsibilities as carers; disability; religion or belief; or sexual orientation.

4.5 Promotion and Career Development

Promotion within the company will be made without reference to any of the protected characteristics and will be based solely on merit.

The selection criteria and processes for recruitment and promotion will be kept under review to ensure that there is no unjustifiably discriminatory impact on any particular group.

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Whilst positive action measures may be taken in accordance with the relevant antidiscrimination legislation to encourage underrepresented groups to apply for promotion opportunities, recruitment or promotion to all jobs will be based solely on merit.

All employees will have equal access to training and other career development opportunities appropriate to their experience and abilities. However, the company will take appropriate positive action measures (as permitted by the anti-discrimination legislation) to provide special training and support for groups which are underrepresented in the workforce and encourage them to take up training and career development opportunities.

5. Third Parties

5.1 Suppliers

All lists of approved suppliers; databases of contractors; agents and other third parties regarded as suitable to be instructed by those within the company have been compiled *only* based on the ability of those persons or organisations to undertake work of a particular type, and contain no discriminatory exclusion, restriction or preference.

5.2 Clients

The company is free to decide whether to accept instructions from any particular client and reserves the right to refuse an instruction from a client if it deems the instruction to be discriminatory.

In addition, where necessary and where it is permitted by the relevant antidiscrimination legislation (for example, provisions relating to positive action or exemptions), the company will seek to provide services which meet the specific needs and requests arising from clients' ethnic or cultural background; gender; age; responsibilities as carers; disability; religion or belief; sexual orientation or other relevant factors.

6. Promoting Equality and Diversity

Dove Nest is committed to promoting equality and diversity in all its dealings, including those with suppliers, contractors and recruitment agencies. The company will make every effort to reflect its commitment to equality and diversity in its marketing and communication activities.

Employees and partners will be informed of this antidiscrimination policy and will be provided with equality and diversity training appropriate to their needs responsibilities.

All those who act on the company's behalf will be informed of this antidiscrimination policy and will be expected to pay due regard to it when conducting business while representing the company.

6.1 Equality of Opportunity

Dove Nest is committed to equal opportunity and treatment of employees, in particular on the grounds of any of the protected characteristics, directly or indirectly in any aspect of employment or access to employment.

Every possible step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, development, working conditions and dismissal are based on ability, job related criteria and are objective, in accordance with company procedures.

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Dove Nest recognises that it is obliged to make reasonable adjustments to the workplace or working conditions that cause a disadvantage for disabled employees.

Dove Nest will ensure that the policy is effectively communicated, implemented and monitored throughout the company.

The Director Team will ensure that all managers receive guidance and training so that they may implement the policy effectively.

Managers have responsibility for communicating the Equality of Opportunities Policy and the commitment by Dove Nest to all potential and existing employees and for ensuring that all employees know and understand their responsibilities.

All employees of Dove Nest have an obligation to co-operate with the policies designed to promote equality of opportunity in employment. In particular, employees:

- a) Must not themselves discriminate in any employment activities
- b) Must not victimise individuals on the grounds that they have made complaints or provided information to management on discrimination.
- c) Should inform management if they have reasonable grounds to believe that discrimination is taking place.

7. Implementing The Policy

7.1 Responsibility

Ultimate responsibility for implementing the policy rests with the board of directors.

All Dove Nest employees and associates are expected to pay due regard to the provisions of this policy and are responsible for ensuring compliance with it when undertaking their jobs or representing the company.

Acts of discrimination or harassment on any of the protected characteristics by employees or partners of the company will result in disciplinary action. Failure to comply with this policy will be treated in a similar fashion. The policy applies to all who are employed in the company and to all partners.

Acts of discrimination or harassment on any of the protected characteristics by those acting on behalf of the company will lead to appropriate action including termination of services where appropriate.

7.2 Complaints of Discrimination

The company will treat seriously, and will take action where appropriate, concerning all complaints of discrimination or harassment on any of the protected characteristics made by employees, associates, clients, or other third parties.

All complaints will be investigated in accordance with the company's grievance or complaints procedure and the complainant will be informed of the outcome.

7.3 Monitoring and Review

The policy will be monitored and reviewed in a manner proportionate to the size and nature of the company on a regular basis (and in any event at least annually) to measure its progress and judge its effectiveness. In particular, the company will, as appropriate, monitor and record:

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- 7.3.1 The gender and ethnic composition of the workforce and partners as well as the number of disabled staff, partners at different levels of the organisation
- 7.3.2 The ethnicity, gender and disability of all applicants, short-listed applicants and successful applicants for jobs and training contracts
- 7.3.3 The ethnicity, gender and disability of all applicants for promotion and training opportunities and details of whether they were successful.
- 7.3.4 The number and outcome of complaints of discrimination made by staff, associates, clients and other third parties
- 7.3.5 The disciplinary action (if any) taken against employees by race, age, gender and disability.

This information will be used to review the progress and impact of the Anti-Discrimination Policy. Any changes required will be made and implemented.