

## Diversity Policy

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<b>Owner:</b>	Director of HR and Training (Vicki Webb)
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**Review:**

Annual review by: Director of HR and Training (Vicki Webb)

**Revision History**

Version	Revision Date	Summary of Changes
Version 1.0	18/05/2017	Added coversheet

### Approved Stages

This document has been reviewed by:

Committee/Approver	Date of Approval	Version

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## **Diversity Policy**

National Counties Building Society is committed to promoting equal opportunities in employment and seeks to create an environment where the diverse backgrounds, experiences and opinions of its staff are respected and valued and add to the Society's ability to grow and offer excellent customer service.

It is the Society's policy to treat all employees (including consultants and contractors) and job applicants fairly and equally regardless of their age, disability, gender assignment, marital status, race (colour, ethnic or national origins), religion or religious belief, sex, sexual orientation or if they are pregnant or on maternity leave(protected characteristics).

This policy of equal treatment applies to recruitment and selection, terms and conditions of employment including pay, promotion, training, transfer and every other aspect of employment.

The Society will ensure that no requirement or condition will be imposed without justification which could disadvantage or discriminate against anyone with a protected characteristic.

The Society will regularly review its procedures and selection criteria to ensure that individuals are selected, promoted and otherwise treated according to their relevant individual abilities and merits. The policy will be reviewed and updated to reflect any legal changes as required.

The Society does not permit any discrimination against or harassment of other people including current and former employees, job applicants, clients, customers, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts), and on work-related trips or events including social events.

The Society is committed to the implementation of the policy. The overall responsibility for the policy lies with the Group Secretary. However, all staff are expected to comply with the policy, and to act in accordance with its objectives.

If you consider that you have been subject to discrimination, you should discuss this with your manager or a member of the HR Team. If no satisfactory resolution is reached, you may raise the issue through the Society's Grievance Procedure.

Any act of discrimination by an employee will result in disciplinary action.