



**methods III**

AN ALTEN COMPANY

# Our Diversity, Equality & Inclusion Policy

# Why is Diversity, Equality and Inclusion important to us?

We believe that having a diverse culture in Methods is the right thing to do and the only way we can underpin our success, a view that is shared and confirmed in our interactions with colleagues from across the business.

We value everyone for their varied skills, backgrounds, beliefs, cultures, traits and experiences, and the richness of experience that this brings. We know that having an inclusive culture will help our company to grow and our workforce to be creative, innovative and versatile.

In all our dealings with colleagues, clients, suppliers, visitors, shareholders, stakeholders and the local communities

in which we operate we seek to be open, responsive and inclusive.

Every colleague has the right to expect to be treated openly and fairly, free from discrimination and bias, in their day-to-day interactions with each other, with clients and anyone that they come into contact with as part of their working lives at Methods.

We promote a zero-tolerance attitude to bullying, exclusion, harassment or inequality, encouraging colleagues to report any concerns they may have in this regard, in the knowledge that they will be listened to and supported in a safe and confidential environment.

**Diverse culture; Value everyone;  
To be treated openly and fairly**



# What do we understand by these terms?

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## **Diversity**

Diversity is about recognising the characteristics that make us unique and celebrating difference. It's acknowledging the benefit of having a range of perspectives in decision-making and the contributions that individuals can make as a result of their background, culture and lifestyle.

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## **Equality**

Equality is about being equal, and that is how we want everyone at Methods to feel.

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## **Equal Opportunity**

Equal Opportunity is about the policies and procedures we put in place to ensure everybody has equal access and is given equal opportunities to grow and strive within Methods. It is about not being treated differently or discriminated, in any way, because of their characteristics and backgrounds. That being said, it does not mean that everyone is dealt with in the same way, as we need to recognise people have different needs to reach the same goals, being treated as individuals, throughout their time with Methods, from recruitment onwards.

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## **Inclusion**

Inclusion is where people's differences are valued and used to enable everyone to develop, grow and thrive at work. An inclusive working environment is one in which everyone feels that they belong without having to conform. That their contribution matters and they are able to perform to their full potential, no matter their background, identity or circumstances. It is where everyone knows that their contributions are valued.

# Commitments

In order to foster a diverse, inclusive and equal company culture, we are committed:

- To proactively supporting diversity, equality and inclusion
- To ensuring all colleagues are treated with respect, dignity and openness.
- To ensuring all colleagues treat each other with the respect, dignity and openness that we expect.
- To challenging and being open to challenge when the pillars of Diversity, Equality and Inclusion are seemingly not upheld.
- To providing Board oversight of a working environment that is free from discrimination, harassment or inequality, taking the required actions if this ever appears not to be the case
- To maintaining all relevant policies in a manner that makes them easily accessible, understandable and compliant with legislation
- To ensuring all recruitment decisions are based on skills and experience, devoid of unintentional bias or preference.
- To regular comprehensive training of all colleagues to increase awareness around the issues of diversity, inclusion and equality, together with the role that managers need to play in promoting our policies and practices.
- To providing a safe and accessible working environment to meet the needs of any colleagues, visitors and suppliers with disabilities to our offices, where reasonable and practical to do so.
- To ensuring that our external communications, marketing and website each promote and reflect (in words, tone and presentation) our commitment to diversity, inclusion and equality.
- To designing job advertisements that encourage the widest possible capture of applications based on skills and experience regardless of cultures, communities, beliefs and backgrounds
- To provide a safe, easy and confidential pathway for any colleague to raise any concerns in relation to diversity, inclusion and equality, confident in the fact that they will be listened to sympathetically and taken seriously.
- To keep trying to improve every single day.

# What does this mean in practice?

## Training

We will ensure that all colleagues have access to, and undertake, independent training around these topics on an annual basis. We believe that this will assist in raising and maintaining awareness of the vital importance of living our aims in this fundamental area. It will also give practical examples, advice and guidance as to how colleagues should act towards each other.

In relation to access for career training, and ensuring the company has the required skill levels across the board, we will ensure that all and any decisions in respect of who is trained, and how that training will be facilitated, will be based on individual development needs. We will not allow these decisions to be influenced by age, disability, sex, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion or belief or sexual orientation.

We will look to utilise as many different and varied formats for training, where possible, to ensure the highest level of availability and participation, irrespective of colleagues working patterns, location or any physical disability.



## Recruitment

Attracting a diverse talent pool is key to our on-going success and growth and so it is vital that we get our recruitment right. We will look to attract applications from all sections of society and communities, striving to ensure that new colleagues are recruited on the basis of their skills and experience, irrespective of background.

To assist us in doing this we will:

- Monitor the language used in any job advert to ensure that it appeals to all sections of society, reflects the diversity of the company and complies with any applicable legislation.
- Look to include job boards, agencies and other affiliations that represent otherwise unrepresented groups and backgrounds amongst the places we use to advertise our opportunities.
- Run training for all colleagues involved in recruitment to highlight the risks of unconscious bias and the importance of diversity, inclusion and equality in the recruitment process.
- Look to enable the pseudonymisation of job applications during initial selection and review to ensure that all candidates are screened blind, based on their experience and skill sets, uninfluenced by unintentional biases or opinions.
- Seek where possible to have interview panels which reflect the diversity of our colleagues.
- Ensure that the decision-making process during recruitment is in line with best practice, using structured interview selection processes, with interview notes and scoring matrices to drive objectivity.
- Ensure that interview questions are inclusive and in line with current guidelines, relying on pre-agreed interview scripts where appropriate to ensure each candidate is treated fairly and equally.
- Monitor, analyse and publish data around our recruitment practices, so as to give transparency and highlight any potential areas of concern or bias.

## **Neuro Diversity**

We are committed to supporting and championing Neurodiversity within the workplace. We are stronger together in an environment which promotes and celebrates all of our unique strengths and differences.

We recognise that not everyone thinks in the same way and we seek to maximise and embrace the talents of people who think and see the world differently. Indeed, it is through the variation of thought and ideas that thought leadership and excellence is nurtured, and ultimately achieved.

We seek to understand, and apply that understanding, with empathy. This includes having a full appreciation as to the range of conditions which are considered neurodiverse, realising how they may manifest in the workplace and adapting to reduce the potential barriers to success.

## **DE&I Advisory Group**

We will form a group of colleagues from across the company who have a deep-seated desire to promote diversity, inclusion and equality in the company. The group will meet regularly throughout the year and consider any recommendations that could improve our practices and processes in relation to this key area of focus, based on input and feedback from fellow colleagues.

Where appropriate, the Advisory Group will have access to data and policies as required, so far as our absolute commitment to the confidentiality of individuals' data will allow.

The Advisory Group will have representation on the Colleague Forum which will ensure that all colleagues are aware of its activities, suggestions and feedback.

## **Pay and benefits**

The Board will continue to monitor pay and benefits to ensure that these reflect skills, experience and responsibilities and are not affected by any assumptions of age, disability, sex, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion or belief or sexual orientation

## **Career progression**

We will ensure that vacancies are published internally, where possible, to encourage colleagues from all parts of the business to apply.

Our work on the Skills Matrix will provide transparency and clarity of the skills, methodologies and experience required for each vacancy, thereby encouraging colleagues from all parts of the business to consider whether to apply for the opportunity.

Appointments will be based on skills, experience and aptitude and will be uninfluenced by any assumptions around a colleague's sex, ethnicity, sexuality, race, religion, beliefs, or background.

## **Internal Communication**

An area of the Moogles is set aside as a 'hub' for the communication of information, available guidance, relevant links and other information relating to DE&I. This will ensure that clear communications are accessible for all colleagues regarding our policies and approaches to DE&I. It will also highlight how any colleague can raise concerns they may have around their treatment or their perceived treatment of others.

We will promote the sharing of information around different cultures, customs, festivals and other diverse celebrations and look to promote both internal and external inclusivity events.

We will carry out an annual confidential and anonymous survey amongst colleagues to gauge their views on our performance in relation to DE&I policies and practices. The outcome of this survey will be shared across the company and will be considered alongside the other data that the Board uses to monitor the success and reach of our policies in this area.



# Monitoring

We will collect, on a voluntary basis, individual personal information on the diversity of potential recruits and existing colleagues.

We ask and encourage all colleagues to share their Personal Information with us via the HR team. All personal data is held securely and processed in compliance with the relevant legislation and codes of practice on Data Protection and GDPR, and will be treated as strictly confidential.

We are committed to creating a safe and confidential route for colleagues to provide and then update their personal information, secure in the knowledge that it will be used anonymously solely for statistical analysis where necessary to update our understanding of the diversity within our workforce, and any required anonymised regulatory reporting.

Our ability to accurately monitor our performance in relation to DE&I can only be as good as the information we hold. The higher the quality the more accurate the output, which will enable us to gauge compliance with our aims and highlight any areas of concern and look at ways for improvement.

The giving of this Personal Information is entirely voluntary. No colleague is obliged to provide it, and we are aware that some colleagues may see this as being too intrusive.

The Board will review all relevant data analysis, on an anonymised basis, at quarterly board meetings, comparing to any agreed objectives, and using the information to decide whether any changes to policies or processes are required. Summary information will be made available to all colleagues where appropriate.



# What if you have any concerns?

All colleagues have the right to be treated with dignity and respect and to work in an environment where they can feel confident to raise any concerns you may have.

If you are unfortunate enough to feel that you are being bullied, discriminated against, excluded, harassed or victimised then we encourage you to raise your concerns, not keeping them to yourself. This can be done with your direct line manager, via the HR inbox or to any Director of the company.

You can be assured that all concerns will be taken seriously and sensitively, and managers will work with you to investigate these as quickly as possible, and where appropriate, seek to resolve these informally if possible. In other instances, we may need to follow the procedures laid down in our Disciplinary Policy.

If you act in a discriminatory manner or if you bully, harass or victimise another colleague, customer, visitor, supplier or contractor appropriate action will be taken under the Company's Disciplinary Policy. This also applies where the actions have taken place outside of normal working hours and where it impacts on either the working environment, or where it could potentially affect our reputation.

