



Engineering & Project Management

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EQUALITY, DIVERSITY AND INCLUSION (EDI) POLICY

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Prepared For:

**HMF Engineering and Project Management
Consultants Ltd.'s Employees and
Contractors**

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1. Policy Statement

HMF Engineering and Project Management Consultants Ltd (HMF) is committed to fostering a work environment where all employees are treated with respect and dignity. We believe in promoting equality, embracing diversity, and ensuring inclusion across all aspects of our business. Our commitment extends to all employment practices, including hiring, training, advancement, and compensation.

2. Objectives

- **Promote Equality:** Ensure equal opportunity for all employees and applicants, without discrimination or harassment based on race, colour, religion, gender, age, national origin, disability, marital status, sexual orientation, gender identity or expression, or any other characteristic protected by law.
- **Celebrate Diversity:** Recognize and value diverse backgrounds, perspectives, and experiences within our workforce to enrich our company culture and enhance our business outcomes.
- **Ensure Inclusion:** Create an inclusive environment where all employees feel they can participate fully and have the opportunity to achieve their potential.

3. Implementation

- **Recruitment and Hiring:** Implement fair hiring practices that aim to eliminate bias and promote diversity and inclusion within our workforce.
- **Training and Development:** Provide regular EDI training for all employees, focusing on awareness and skills to promote an inclusive workplace.
- **Communication:** Communicate this policy to all employees and ensure it is easily accessible. Foster open communication channels for employees to discuss EDI-related issues and suggestions.
- **Monitoring and Evaluation:** Regularly review and update our practices and policies to adapt to new developments in EDI standards and to address any issues in the workplace effectively.

4. Responsibilities

- **Promote Equality:** Ensure equal opportunity for all employees and applicants, without discrimination or harassment based on race, color, religion, gender, age, national origin, disability, marital status, sexual orientation, gender identity or expression, or any other characteristic protected by law.
- **Celebrate Diversity:** Recognize and value diverse backgrounds, perspectives, and experiences within our workforce to enrich our company culture and enhance our business outcomes.
- **Ensure Inclusion:** Create an inclusive environment where all employees feel they can participate fully and have the opportunity to achieve their potential.

5. Complaints and Grievances

Employees who believe they have been subjected to discrimination or harassment are encouraged to report these incidents formally using HMF's complaint procedures. All complaints will be investigated promptly and confidentially. Retaliation against individuals who file complaints or participate in the investigative process is strictly prohibited and will be subject to disciplinary action.

6. Policy Review

This policy will be reviewed annually and adjusted as necessary to reflect the changing needs of our employees and to enhance the effectiveness of our EDI initiatives.