

## Diversity Policy

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### 1. General Statement

CCM recognises the value of attracting and retaining employees from different backgrounds with varied knowledge, abilities and experiences and is committed to creating a working environment that is fair and flexible; promotes personal and professional growth; and benefits from the capabilities of its diverse workforce. We recognise that diversity in our workforce contributes to our business success and benefits our employees, customers, consumers and shareholders. Leveraging diversity in our workplace delivers a strong competitive advantage. Our aim is to ensure that our business policies, procedures and behaviours promote diversity and create an environment where individual differences are valued.

Endorsed by;	 Greg Doherty, Managing Director:	Dated: 14/07/2017
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## 2. Definition

The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique, and recognizing our individual differences. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies (although these dimensions are not an exhaustive list).

## 3. Scope

This policy applies to all employees (including directors, executives and managers) and contractors of CCM.

## 4. Policy

CCM recognises and values the contribution of people with differences in capabilities, experience and perspectives. Diversity encompasses gender, age, experience, education, ethnicity, religious and cultural backgrounds as well as other dimensions such as lifestyle and family responsibilities. At CCM, we are committed to:

- A workplace which is free from discrimination, harassment, bullying, victimisation and vilification;
- Treating employees fairly and with respect;
- A workplace culture that is inclusive and embraces individual differences;
- Equal employment opportunities based on ability, performance and potential;
- Making all staff aware of their rights and responsibilities with regards to fairness, equity and respect for all aspects of diversity;
- Flexible work practices and policies to support employees and their changing needs;
- Attraction, retention and development of a diverse range of talented, energetic and committed people.

## 5. Diversity Strategy

Our diversity strategy includes setting measurable objectives for achieving diversity at different levels throughout CCM.

## 6. Diversity at CCM

To achieve a diverse and inclusive environment, we support the following programs and practices:

### 6.1 Recruitment, selection and promotion

Equal opportunity is integral to the recruitment and selection practices at CCM and we recognise the value of recruiting, selecting and promoting employees with different backgrounds, knowledge, experiences, perspectives and beliefs. Our recruitment and selection processes identify candidates with the most suitable knowledge, skills and experience for the relevant role.

### 6.2 Remuneration

Our role grading and remuneration review processes actively consider equity in both grading and remuneration and we will continue to develop strategies and initiatives to resolve any identified gaps.

### 6.3 Career development and performance

Our employees are encouraged to develop and progress their careers through opportunities that build on their skills, experience and potential. Opportunities for promotion and transfer are advertised to all employees to enable individuals to further develop their own career path with CCM.

## 6.4 Talent and succession planning

CCM undertakes talent and succession planning reviews annually with the objective of identifying high performing and high potential individuals across the organisation. Business unit reviews ensure that talent and succession decisions are equitable, consistent and aligned with our diversity principles.

## 6.5 Diversity and respect in the workplace

All employees are required to complete Equality and Diversity Training (as per the Policy) in the workplace training and this is followed by a refresher session every two years. This training raises awareness and encourages behaviour that supports a work environment free from discrimination and harassment.

## 6.6 Flexible working arrangements

CCM recognises the needs of individuals to balance family and personal lives with work. Sometimes individuals require flexible working arrangements and may, for a range of reasons, seek to alter their working arrangements. CCM will consider applications for flexible working arrangements on a case by case basis, considering the merit of the proposed arrangement, personal circumstances of the employee, the nature of the employment and the impact on the respective business area. In addition, CCM has in place policies covering paid parental leave, and part time / job share arrangements.

## 6.7 Cultural and religious diversity

Employees from different cultures and religions are welcomed and valued. Employees who have cultural or religious commitments are supported to participate in these activities through flexible work arrangements.

## 6.8 Gender diversity

Gender equality at all levels of the organisation is a key component of our diversity strategy. This includes an equitable representation of women and men at all levels of management.

## 7. Responsibilities

### 7.1 Directors and Senior Management

The Directors and Senior Management are responsible for:

- Providing leadership on diversity, acting as overall champions to ensure the policy is implemented;
- Agreeing resources to implement the Diversity Policy;
- Communicating the Diversity Policy internally and externally;
- Ensuring managers and staff are accountable for ensuring diversity in the work place.

### 7.2 Managers at all levels

Managers at all levels are responsible for:

- Implementing the Diversity Policy as part of their day-to day management of staff, and in applying associated policies and practices in a fair and equitable way;
- Ensuring diversity issues are addressed in performance;
- Ensuring all staff act in accordance with the Diversity Policy providing necessary support and direction;
- Effectively manage and deal promptly when investigating issues relating to potential discrimination, including those matters concerning members of the general public who visit client sites that CCM service.

### 7.3 Employees

Employees are responsible for:

- Implementing the Diversity Policy in their day-to-day work and their dealings with colleagues, service users and visitors to the client's sites CCM service;
- Ensuring their behaviour is appropriate to the Diversity Policy and that they treat people with respect and dignity;
- Not discriminating against other employees or service users;
- Notifying their line manager of any concerns with regard to the conduct of other employees, service users, the public or third parties.

### 8. Information and training

We regularly conduct training on diversity using our Equality and Diversity Training Policy to ensure that CCM employees fully understand about diversity and equality at the work place.

### 9. Duties of Sub-contractors

CCM operates a supplier policy and maintains a preferred supplier list. We conduct due diligence on all suppliers before allowing them to become a preferred supplier. Our Diversity Policy is issued to all suppliers and they are required to confirm that no part of their business operations contradicts this policy.

### 10. Associated Policies

Our associated policies to the Diversity Policy are the following:

- Mission Statement
- Living Wage Foundation Member  
Recognised Service Provider
- Anti - Slavery Policy and Statement
- Equal Opportunities Policy
- Equality and Diversity Training Policy
- Health & Safety Policy
- Home Workers Policy
- Maternity, Paternity, Adoption and Parental Leave Policy
- Night Working Policy
- Recruitment Policy
- Safety from Violence and Abuse Policy
- Stress Policy
- Training and Development Policy

All CCM Policies are available on request to CCM's head office or via our Website at [www.ccmfacilities.com](http://www.ccmfacilities.com)