



Hawksley and Sons Ltd

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www.hawksley.co.uk

Director

Maurice Gale

Established 1869

Reg. No. 1503795

Equality and Diversity Policy

Hawksley & Sons Ltd.

Hawksley & Sons is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion.

Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and company's achievement as well.

We embrace and encourage our employees' differences in age, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

Hawksley & Sons diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

General Principles

1. Respectful communication and cooperation between all employees.
2. Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
3. Work/life balance through flexible work schedules to accommodate employees' varying needs.
4. Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.





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All employees of Hawksley have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events. All employees are also required to attend and complete annual diversity awareness training to enhance their knowledge to fulfil this responsibility.

1. Bullying or Harassment in the Workplace

Hawksley have a zero-tolerance approach to handling either bullying and harassment in our working environments. Any employee that is being physically or emotionally abusive, found to be sexually harassing other staff, or discriminating other colleagues on the basis of their gender, race, disability will be reprimanded and, in severe cases, removed from post.

1.1 Reporting Bullying

Employees who believe that they – or their colleague - have been the victim of any kind of harassment or discrimination conflicting with the company's diversity policy and initiatives, should report the issue privately to the Diversity Officer, Harvey Barrett, or allocated HR representatives.

1.2 Investigating Bullying

Employees that have been excused of inappropriate conduct will be subject to an investigation, which is reported to company director, Maurice Gale. The investigation will firstly involve taking statements from all relevant individuals. This will be followed up and a conversation where the Diversity Officer acts as an arbiter between both parties.

1.3 Disciplinary Action

After investigation, a meeting will be held between the company director, diversity officer and line managers, of which concrete measures will be implemented. This could result in formal apologies, additional training for the perpetrator, suspension from work, or even removal from post.

2. Equal Employment Opportunities





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At Hawksley, we recognise that due to class, gender, race, sexuality and disability, not all individuals receive the same opportunities in life. We aim to challenge this issue by embedding fair practices in hiring and promoting staff.

2.1 Interviews and Employment

Hawksley & Sons take into account background factors that contribute to inequality. In response, we do not preference staff due to education, gender or race. Prior to interview, we encourage all candidates to disclose any personal information that they believe should be taken into account in our selection process, which informs the final selection process. Hawksley also try to interview as many candidates as possible for each role we advertise. This helps to get a personal understanding of each candidate and judge a person on merit, instead of simply ticking boxes.

2.2 Selection Process

Although merit is the key metric by which we select and offer employment to candidates, we understand that due to opportunity, a candidate may be just as successful in role as another, despite not having the same experience and education as their counterpart. When the selection panel meet to select an applicant, mitigating factors and the ability to demonstrate understanding, will be considered alongside direct experience.

2.3 Internal Opportunities

As a small manufacturer in a low-income area of the UK, Hawksley recognise the difficulties in providing equal opportunities. Most managers at Hawksley were originally entry-level staff, a culture of development that we are proud of. To ensure this culture thrives, we ensure that each employee receives personal mentoring from their line-manager and can train in all areas of the business to improve each workers understandings of the holistic practices of our company. This increases the possibility that candidates for jobs can be offered internally.

3. Mutual Respect

Hawksley & Sons are part of a global supply chain, with suppliers and distributors working in countries including, but not limited to; Brazil, Denmark, Germany, India, Malaysia, Nigeria, & Slovenia. This means all of our employees regularly interact with

many different cultural groups. We believe that through the mutual benefits of these working relationships, employees can see the value in diverse and different ethnic and social





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groups for achieving our company goals. Our suppliers train our engineers in repairing equipment, our managers visit our suppliers for audits and our contract managers will regularly communicate with our suppliers to procure supplies.

Any members of staff that discriminate or are abusive towards stakeholders at Hawksley, will directly affect Hawksley's ability to succeed in its endeavours.

4. Community

We believe that businesses should be a part of each community, and as such we try to be a positive force within our area.

4.1 Community Projects

Wherever we can, the Hawksley warehouse and office are provided to local charities for free. The owner makes himself available for any charitable group seeking to access this space. For example, we currently host a small homeless charity, who store donated clothes and food here.

4.2 Integration

Hawksley try and employ locally when possible and take on apprentices and interns from around the local area.