



## HVM Policies: Equality, Diversity & Inclusion summary

### 1. About us

Hopkins Van Mil's vision is a better society built on thoughtful social insights explored and implemented with humanity and kindness. We:

- Bring people together to inform the future
- Distil the collective voices of society
- Deliver meaningful insights
- Provide spaces for change

We are:

#### *Kind and thoughtful*

We care deeply about what we do, and how we go about doing it. Thoughtfulness and kindness are our lifeblood and shape all our client work and participant relationships.

#### *Respectful and ethical*

We hold ourselves, and influence others, to practice the highest standards of research (and research integrity). We seek and use robust evidence to deliver the highest quality recommendations.

#### *Creative and curious*

With participants we find new, exciting and accessible ways to unpack and understand the big issues within our society, so that we can help solve them.

#### *Collaborative and supportive*

We work together to create a safe, inclusive, purposeful and intellectually stimulating environment. We support our clients and participants to listen, explore and challenge people's perspectives to find constructive ways forward.

A summary of our E,D&I policy is set out below. It has been written on the basis of being a micro-business and our policies are in proportion to the scale of our operations. We are currently working with an E,D&I specialist in a programme of staff training and in the development of an E,D&I road map and strategy for HVM to improve and develop our policy. This statement should be seen as an interim measure whilst we finalise this work.

### 2. Equality and Diversity Statement

Hopkins Van Mil: Creating Connections Ltd is a small company with a core team of the Director, two part-time freelance Senior Associates and two full-time employees: Researcher and Research Assistant. We work with additional associate data analysts; facilitators and training topic specialists as projects



require. We ensure that all those we work with whether staff, sub-contractors, associates, stakeholders, participants in training, dialogue or community engagement programmes, or workers are treated in an environment which is free from any form of discrimination with regard to nine of the protected characteristics as outlined by the Equality Act 2010:

- Age;
- Disability
- Gender reassignment;
- Marriage and civil partnership;
- Pregnancy and maternity;
- Race (including colour, nationality and ethnic origins);
- Religion and or belief;
- Gender;
- Sexual orientation.

In addition existing staff, sub-contractors, associates, stakeholders, participants in dialogue or community engagement programmes are treated fairly in an environment which is free from any form of discrimination with regard to: caring responsibilities, part-time employment, membership or non-membership of a trade union or spent convictions. In addition:

- All employment-related policies, practices and procedures are applied impartially and objectively;
- Equality of opportunity to all is essential in all HVM programmes;
- Everyone working with or for HVM can do so in an atmosphere of dignity and respect.

HVM will not tolerate processes, attitudes and behaviour that amount to direct discrimination, associative discrimination, discrimination by perception; indirect discrimination including harassment (harassment by a third party), victimisation and bullying through prejudice, ignorance, thoughtlessness and stereotyping.

HVM recognises the importance of monitoring, reviewing and reporting on its equality and diversity policy and practice and to measure progress in meeting our policy. All recruitment processes are recorded to monitor our progress on recruiting a diverse group of people for each public dialogue.

### *3. Work/life balance*

HVM is committed to supporting team members who have responsibilities outside work, whether or not those are caring responsibilities. HVM is committed to helping its team fulfil their potential at work whilst finding the right work/life balance through flexible working hours and opportunities to job share where appropriate.



## 4. Review and monitoring

HVM undertakes monitoring to ensure that we recruit to our sessions participants from a demographic broadly reflective of the population; employ associates without discrimination or prejudice and review our equality and discrimination policy annually to check it continues to fulfil the requirements of the law and best practice.

## 5. Training

HVM is committed to ensuring its team are trained in equality and diversity and aims to ensure that adequate training is provided so that our team is able to operate this policy. This will include specific training on race, gender, gender identity, disability, sexuality, age and religion or belief, in accordance with the requirements of the law and good practice. All new team members are made aware of our Equality and Diversity Policy.

The HVM Director is responsible for:

- Implementing the policy as part of their day-to day management responsibilities and in applying policies and practices in a fair and equitable way;
- Ensuring equality and diversity issues are addressed in performance;
- Ensuring all staff act in accordance with the equality and 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 taking part in public dialogues;

HVM will not tolerate any behaviour from which breaches our equality and diversity policy from staff, sub-contractors, associates, stakeholders, participants in dialogue or community engagement programmes, or workers. Any such breaches will be regarded as serious and may lead to immediate severance of employment or involvement in HVM programmes.

Reviewed January 2022

Next review due January 2023