



BUTT MILLER Diversity and Inclusion Policy Summary

Version 1.0 | 8th February 2024

Introduction

Butt Miller is dedicated to fostering a diverse and inclusive workplace where every employee feels valued, respected, and has an equal opportunity to contribute and succeed. We believe that a diverse workforce enriches our organisation, drives innovation, and strengthens our ability to serve our clients effectively.

1) Commitment to Diversity

A. Equal Opportunities

- Butt Miller is dedicated to providing equal employment opportunities to all individuals, regardless of race, ethnicity, gender, sexual orientation, gender identity, age, religion or belief, disability, marriage and civil partnership, pregnancy and maternity, or any other characteristic protected by law.
- All employment decisions, including recruitment, hiring, promotion, and compensation, will be based on merit and job-related qualifications.

B. Inclusive Culture

- We will foster an inclusive culture that celebrates diversity and values the unique perspectives and contributions of each employee.
- Promote an environment where differences are respected, and employees feel comfortable being their authentic selves.

2) Recruiting and Hiring

A. A Diverse Talent Pool

- We will actively seek to attract a diverse pool of candidates through inclusive recruitment practices, outreach to diverse networks, and partnerships with organisations that support underrepresented groups.
- Implement strategies to eliminate biases from the recruitment and selection process.

B. Inclusive Onboarding

- Ensure that the onboarding process is inclusive and welcoming for all new hires, providing information on the company's commitment to diversity and inclusion.
- Assign mentors or support to assist new employees in integrating into the workplace.

3) Employee Development

A. Professional Development

- Provide equal opportunities for professional development and advancement to all employees, regardless of their background.
- Offer training programs that address unconscious bias, cultural competency, and diversity and inclusion topics to enhance awareness and understanding.

B. Leadership Opportunities

- Encourage and support employees from underrepresented groups to pursue leadership roles within the organisation.
- Establish mentorship programs to facilitate the development and advancement of diverse talent.

4) Disability

A. Equal Opportunities

- Butt Miller is committed to ensuring employees and potential employees are not unreasonably disadvantaged because of any disability.

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- Employees that feel that a disability is preventing them fulfilling their potential in their job are encouraged to speak to the HR Director. We will work with them to see what we can do to minimise the disadvantage.

5) Harassment and Discrimination

A. Zero Tolerance

- Butt Miller has a zero-tolerance policy for harassment, discrimination, or any form of mistreatment based on characteristics such as race, gender, sexual orientation, or any other protected status.
- Employees are encouraged to report any incidents of harassment or discrimination promptly through designated channels, and confidentiality will be maintained to the extent possible.

6) Continuous Improvement

- Butt Miller is committed to continuous improvement in our diversity and inclusion practices. Regular reviews and updates to this policy will be conducted to reflect changes in industry best practices and the evolving commitment of the company to diversity, equality, and inclusion.