



## **EQUALITY, DIVERSITY & INCLUSION STATEMENT**

**May 2022**

### **Our Commitment**

Clearbell is committed to creating a diverse environment and is proud to be an equal opportunity employer. We are committed to a policy of treating all workers and job applicants equally, respecting and celebrating the differences of all individuals.

We hire great people from a variety of backgrounds, not just because it's the right thing to do, but because it makes our firm stronger.

Each member of our team contributes to inclusion and we all have a role to play. Our positive culture is the result of bringing different types of people together, encouraging curiosity and self-education to learn about what makes us different and how we can work collaboratively by encouraging everyone to share their perspectives, opinions and experiences.

### **Internal Policies**

We have the following published Equality, Diversity & Inclusion (EDI) related policies which can be found in our Employee Handbook:

- 'Equal Opportunities'
- 'Bullying & Harassment'

Both of these policies confirm our commitment that all team members will be treated equally, and our workplace will be free from any form of discrimination, harassment or exclusion and instead, all team members will be treated with dignity and respect.

### **Recruitment**

In order to widen our talent pool as far as possible and ensure that we do not allow any unconscious bias into our hiring decision making, we have made the following commitments in our 'Recruitment Policy' which can be found in our published Employee Handbook:

- Any person involved in recruitment and selection activities must ensure they adhere to the firm's commitment to equal opportunities in accordance with the Equal Opportunities Policy.
- HR will own the Preferred Supplier List (PSL) for all recruitment partners and will negotiate rates and terms & conditions. To remove the possibility of any bias, managers cannot agree rates or engage any third parties for recruitment purposes without the involvement of HR.
- Wherever possible, for equality purposes, candidate names and personal characteristics will be removed from CV's to avoid any unconscious bias or discrimination during the CV review process. Candidate names will only be revealed once the shortlist for interviews has been agreed.
- No manager can make a hiring decision alone and a senior manager/partner and HR should also be involved in the recruitment process.

### **External Activities**

To support our aim of promoting the property industry to a wider audience who may not normally be exposed to the sector and/or have opportunities to study for or work in our industry, we will work with external partners to support the education of young people. Examples of this are 'The Academy of Real Assets' who are working with school-age children to provide information and exposure to the property industry and in addition to this, we are proud sponsors of 'The Chartered Surveyors Bursary Programme' which is designed to financially support underprivileged students through university to study real estate related degrees, as well as offering work experience and mentoring.



### **Diversity & Inclusion Committee**

We have a dedicated internal Diversity & Inclusion (D&I) Committee made up of the following members who are passionate about supporting our D&I strategic agenda:

- Partner Sponsor: Nick Berry (Partner)
- D&I Champion: Alice Murray (Asset Manager)
- D&I Champion: Stewart Forsyth (Development Director)
- D&I Support & Logistics: Iona Holland (IR & Communications Associate)
- D&I Support & Logistics: Tina Paul (HR Director)

### **Clearbell Culture Club**

The D&I Committee have introduced regular internal social meetings as part of our Clearbell Culture Club. The purpose is to bring our whole team together in an informal way to discuss relevant topics linked to D&I. The meetings are usually linked to some pre-reading of any relevant book chapters or articles and/or listening to relevant podcasts and/or watching relevant documentaries or films. The team then comes together to share their thoughts, opinions and experiences of the topic and we use the culture club to self-educate ourselves on D&I related matters.

### **Responsibility**

It is the responsibility of every Clearbell team member to follow our published EDI related policies and report any breaches.

It is the responsibility of our HR Department to ensure our policies remain relevant and aligned to current legislation and best practice.

### **Internal Communication**

All our policies are published in our Employee Handbook, which is issued to all new joiners whereby they have to sign a declaration form to confirm they have read the content and they will adhere to all our policies and procedures.

In addition, we conduct an annual review of our Employee Handbook (using external Employment Lawyers where relevant) where it is updated and sent out to all employees, who are then required to complete a declaration form to confirm their understanding of and adherence to our policies.

### **Training**

In addition to publishing this policy statement, training sessions are provided for all our team members based on learning objectives that have been identified by the D&I Committee. This will be led by the Diversity & Inclusion Committee, with the support of our HR Department.

### **Policy Breach**

We take any breach of our EDI related policies by our employees very seriously and these could result in disciplinary action (including dismissal). All breaches will be managed by our HR Department.

*This statement has been approved by Clearbell Capital LLP*

Nick Berry (Partner)  
May 2022