

# Equality, Diversity & Inclusion Statement

April 2024



## 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 employees and job applicants equally, respecting and celebrating the differences of all individuals.

We hire great people from a variety of backgrounds based on merit, 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 CVs 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 'Inspire', a north London based charity which links schools with businesses to provide work-related learning and workshops. In addition, 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.

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## Equality, Diversity & Inclusion Champions

We have dedicated internal Equality, Diversity & Inclusion (EDI) champions made up of the following members who are passionate about supporting our EDI strategic agenda:

- Partner Sponsor: Rob West (Managing Partner)
- EDI Champion: Iona Holland (Senior Associate)
- EDI Champion: Elliot Haynes (Tax Director)
- Support & Logistics: Tina Paul (HR Director)

The Champions are all members of our ESG Committee to ensure a cohesive strategy.

## Clearbell Culture Club

The EDI Champions 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 EDI. 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 EDI 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 EDI Champions. This will be led by the EDI Champions, 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.*

A handwritten signature in black ink, appearing to be "Rob West".

[Rob West \(Apr 11, 2024 10:44 GMT+1\)](#)

Rob West (Managing Partner)  
April 2024






# EDI Statement (April 2024)

Final Audit Report

2024-04-11

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