

Overview of the Policy

S Evans and Sons Limited (hereby known as the company) is committed to a policy of equal opportunities regardless of age, disability, gender reassignment, marital status (including marriage and civil partnership), pregnancy and maternity, race (including ethnic or national origin, colour or nationality), religion or belief, sex, sexual orientation, political belief and membership or non- membership of a trade union (unless there shall be substantial justification for the treatment in question) of its employees. The company will not support or approve of unjustifiable acts of discrimination by any of our employees.

This policy applies to all stages of employment within the company, including recruitment and selection, through to training, development and disciplinary procedures.

Any employee who harasses any other employee on the grounds of the above will be subject to the Company's disciplinary procedures.

In serious cases, such behaviour will be deemed to constitute gross misconduct and as such will result in dismissal in the absence of credible mitigating circumstances.

All employees have a responsibility to accept their personal involvement in the practical application of this policy, but specific responsibility falls upon managers, supervisors and staff professionally involved in company activities. All managers and supervisors will seek to ensure that all employees comply with the companies principles on Equality, Diversity and Inclusion.

The company will:

- Fulfil its social responsibility towards its employees and the communities in which it operates.
- Commit to managing diversity and developing a culture of inclusion as a continuous process of improvement, not a one-off initiative.
- Recognise its legal obligations under the Equality Act 2010.
- Recognises its obligations under the Sex Discrimination Acts, race Relations act and Disability Act and the spirit and intent of the related Codes of Practice:
- Review periodically, its selection criteria and procedures to maintain a system where individuals are selected, promoted and treated solely on the basis of their merits and abilities which are appropriate to the job.
- Give all employees equal opportunity and encouragement to progress within the Organisation.
- Provide to all employees, training, which may improve their prospects within the Company and which will enhance employees' understanding of the need for equal opportunity.
- Train all managers to manage people effectively, including on the importance of leading by example, proactively tackling conflict or inappropriate behaviour, and taking formal disciplinary action (where necessary).
- Ensure that it is emphasised that it is the duty of all employees to accept their personal responsibility for fostering a fully integrated community at work.
- Support employee health and well-being.
- Ensure creative and cohesive provision for people with caring responsibilities.
- Ensure flexibility in working time.
- Manage retirement.
- Tailor solutions to suit individual needs.
- Enforce a zero-tolerance approach to bullying, harassment and discrimination.
- Provide facilities for any employee who believes that inequitable treatment has been applied to him or her within the scope of this policy to raise the matter through the appropriate grievance procedure.
- Ensure that this policy has the support of the board and senior management.
- Incorporate diversity management to RISQS, Safe Contractor, CHAS and ISO 9001:2015 by actively promoting the principles of this Policy.
- Distribute and publicise this policy statement throughout the Company and elsewhere as is appropriate.

Equality, Diversity and Inclusion Principles, Process and Arrangements.

"Equality is about ensuring everybody has an equal opportunity, and is not treated differently or discriminated against because of their characteristics. Diversity is about taking account of the differences between people and groups of people. It is acknowledging the benefit of having a range of perspectives in decision-making and the workforce being representative of the organisation's customers. Inclusion is where people's differences are valued and used to enable everyone to thrive at work, ensuring that harassment and bullying is not taking place."

The company believe and advocate that all employees are entitled:

- To be treated equally and fairly.
- To a workplace free from bullying, harassment or victimisation.
- To be treated with dignity, respect and courtesy.
- To experience no form of discrimination.
- To be valued for their skills and abilities.

The Company is committed to the principal of equal opportunities in employment and declares its opposition to any form of less favourable treatment. This can be either through direct or indirect discrimination accorded to employees or job applicants, on the grounds of, as a minimum, the 9 protected characteristics. The company is committed to ensuring that everyone has the right of equal access to employment and, when employed, have equal pay and equal access to training and development.

The 9 protected characteristics are:

- Age,
- Disability,
- Gender Reassignment,
- Marriage and Civil partnership,
- Pregnancy and Maternity,
- Race,
- Religion or Belief,
- Sex,
- Sexual Orientation.

The company believe that promoting and supporting diversity and inclusion in the workplace is an important aspect of good people management. It ensures that everyone feels valued in the organisation as an individual. This is achieved by ensuring that everyone feels able to participate and achieve their potential.

Legislation covers the equal opportunities responsibilities laid out by the company however, the company diversity and inclusion strategy goes beyond legal compliance and seeks to add value to the company and contribute to employee wellbeing and engagement.

The company recognises that, though people have things in common with each other, they are also different in many ways. It is the companies aim to see those differences as a benefit. The company believes that where perspectives and differences are shared, better decisions are made for all involved.

Occasionally, there is an Occupational Requirement to employ a person with a particular protected characteristic. In these circumstances, very limited exceptions from the law are permitted covering selection, promotion and training. The company does not at present, provide job vacancies which fall under an Occupational requirement.

Discrimination, Harassment, Bullying and Victimisation

The Company recognises the implications of harassment, bullying and discrimination at work and is committed to ensure that such unacceptable behaviour does not take place. The company places a zero tolerance policy against such behaviour against all 9 protected characteristics as a minimum. All forms of harassment are regarded as unlawful discrimination and additionally may also be subject to criminal proceedings. All such cases will be dealt with under the Disciplinary Process. Any employee who feels that he or she has been treated unfairly in connection with their employment should raise their grievance through the Grievance Procedure when every effort will be made to secure a satisfactory resolution. In addition, the company will ensure that any employee making a complaint of unfair discrimination (or any employee assisting or representing) will be protected from any victimisation.

The company has outlined discrimination, harassment, bullying and victimisation below however these are all further outlined for each protected characteristic further in the policy.

Discrimination

Failure to achieve Equality can lead to discrimination. Discrimination can be apparent in different forms such as direct and indirect discrimination.

Harassment

Harassment is 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'.

The law protects individuals from harassment while applying for a job, in employment and in some circumstances after the working relationship has ended (for example, in connection with the provision of a verbal or written reference).

Wherever possible, the person who believes that they are the subject of sexual or racial harassment should ask the person responsible to stop the harassing behaviour. Where this does not stop, or some employment consequences result then a complaint should be made.

Bullying

Bullying is considered as:

'Intimidation on a regular and persistent basis or as a one off, which serves to undermine the competence, effectiveness, confidence and integrity of the person on the receiving end.'

Bullying may be by an individual against an individual or involve groups of people. It is destructive rather than constructive and can publicly humiliate and result in individuals feeling threatened or compromised. Bullying also often results from a misuse of management power, but is also the misuse of any form of individual power, such as physical strength, personality or age, or collective power through strength of numbers. Bullying can also be carried out by staff at all levels. The company recognises the implications of bullying and have an open door policy to allow all individuals to voice their concerns or experiences of bullying.

Victimisation

Victimisation occurs when someone is treated less favourably because they have made or supported a complaint or raised a grievance under the Equality Act 2010. It also applies if it is thought that they have made a complaint.

Recruitment, Selection, Training, Development, Promotion and Progression in Work life

When vacancies are advertised both internally and externally, the Company will continue to ensure that such advertising, both in placement and content, is compatible with the terms of this Policy.

Opportunities will be advertised through language, images or declarations, as appropriate, to show that the Company is an equal opportunities employer. The protected characteristics will be considered through all stages of recruitment and selection as detailed below. The Company will train, develop and promote on the basis of merit and ability only. The Company will seek to encourage employees and applicants who may have been traditionally discriminated against. Personal contact and family relationships will be discouraged as the only means of promoting existing staff. The company will consider all aspects of an employees work life including their own preferences and needs.

Age:

The Company will actively promote equal opportunities throughout the organisation through the application of this policy. This will ensure that individuals receive treatment that is fair and consistent with their relevant aptitudes, potential, skills, experiences and abilities and is irrelevant of age. The recruitment Procedure will enhance opportunities for individuals of all ages by age/ date of birth not forming part of the recruitment process. Training and development will be in line with training plans that are produced as a combination of onsite monitoring, service time, capabilities, managerial recommendations, personal development requests. The company have a zero tolerance for any harassment, discrimination or bullying with regards to age and does not tolerate any unacceptable behaviour. This could include behaviour including regarding them as "too old" or "too young"; or making assumptions about lifestyle based on perceived age.

The company is committed to achieve a good degree of age diversity throughout the organisation and acknowledges the benefits of age diversity through knowledge-sharing, different perspectives, skills training, new working methods. and enhanced customer experience.

Disability:

The Company will actively promote equal opportunities throughout the organisation through the application of this policy. The Company will ensure that individuals are recruited, selected, trained and promoted on objective criteria having regard to the relevant aptitudes, potential, skills, and experiences. The company will ensure that no applicant will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitutes indirect unfair discrimination. Reasonable adjustments will be considered to ensure that any detriment that can be removed, will be removed. no employee will be placed at a

disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitutes indirect unfair discrimination.

Gender Reassignment:

Gender reassignment refers to individuals who either:

- Have undergone, intend to undergo or are currently undergoing gender reassignment (medical and surgical treatment to alter the body).
- Do not intend to undergo medical treatment but wish to live permanently in a different gender from their gender at birth.

The company will ensure that the recruitment Procedure will enhance opportunities for individuals regardless of any gender reassignment by not including gender as part of the recruitment process. The company, at present, do not have any job opportunities that are gender specific and form part of the few legal allowances for advertising a specific role to a specific gender. The company aim to ensure that an inclusive culture is present in the organisation. All policies are regularly reviewed to ensure that they are gender-neutral and inclusive, in order to reduce harassment or discrimination. The company will ensure that individuals are trained in accordance with training plans and that gender reassignment is not factored into any decision regarding promotion or career progression in the company.

Marriage and Civil partnership:

The company does not place any value in an individual's marital status. No person will be disadvantaged due to their marital status and individuals will be evaluated on their aptitudes, potential, skills, and experiences. All individuals selected will be given equal rights within the company and will all be subject to the same work-related benefits such as flexible working, adoption leave, maternity and paternity pay and leave etc. The company is committed to ensuring that there is no direct or indirect discrimination and victimisation on the grounds of marriage and civil partnership. This includes behaviour which inadvertently or deliberately excludes an individual on actual or perceived marital or civil partnership status. The company has a zero-tolerance policy on harassment, bullying, discrimination or unacceptable behaviour surrounding an individual's marital status.

Pregnancy and Maternity:

The Company will actively promote equal opportunities throughout the organisation through the application of this policy. The Company will ensure that individuals are recruited, selected, trained and promoted on objective criteria having regard to the relevant aptitudes, potential, skills, and experiences. The company will ensure that no applicant will be placed at a disadvantage by their ability to parent a child in the future, nor will it consider an individual based on children they may already parent. The company will ensure that all individuals will be treated fairly and no consideration will be given negatively, when recruiting and selecting, to circumstances leading to maternity pay/ time off and pregnancy in the selection process. Any unfavourable treatment of a woman because of her pregnancy, childbirth or maternity is unlawful and as such, is not tolerated at any level of the company.

In accordance with current law, the company will ensure that it gives women made redundant while on maternity leave the right to be offered a suitable alternative role in advance of their colleagues.

Race:

The Company will actively promote equal opportunities throughout the organisation through the application of this policy. The Company will ensure that individuals are recruited and selected on objective criteria having regard to the relevant aptitudes, potential, skills, and experiences. The company will ensure that no applicant will be placed at a disadvantage by their race including ethnic origin, nationality or colour. The company does not place any value in factoring an individual's race into any form of application for a job and as such, this does not form part of the recruitment and selection process. Training and development will be in line with training plans that are produced as a combination of onsite monitoring, capabilities, managerial recommendations, personal development requests. The company are committed to the elimination of discrimination on grounds of race and the promotion of equal opportunity in career progression.

The company does not tolerate any harassment, bullying or discrimination of an individual based on their race. The company also has a zero-tolerance policy on any unacceptable behaviour such as derogatory remarks, racist statements, graffiti, jokes, or any other action of a racist nature based on an individual's perceived or actual race, ethnicity, nationality and/or colour or through association with someone from a particular ethnicity, nationality and/or colour. This pertains to any action which results in the individual(s) feeling threatened or compromised.

Religion or Belief:

The Company will actively promote equal opportunities throughout the organisation through the application of this policy. The Company will ensure that individuals are recruited and selected on objective criteria having regard to the relevant aptitudes, potential, skills, and

experiences. The company will ensure that no applicant will be placed at a disadvantage by their religion or belief, nor will it consider an individual based on their lack of religion or belief. The company will ensure that all individuals will be treated fairly and does not place any value in factoring an individual's religion, belief or lack of either into any form of application for a job and as such, this does not form part of the recruitment and selection process. Training and development will be in line with training plans that are produced as a combination of onsite monitoring, capabilities, managerial recommendations, personal development requests. The company are committed to the elimination of discrimination on grounds of religion or belief and the promotion of equal opportunity in career progression.

Sex:

The Company will actively promote equal opportunities throughout the organisation through the application of this policy. The Company will ensure that individuals are recruited and selected on objective criteria having regard to the relevant aptitudes, potential, skills, and experiences. The company will ensure that no applicant will be placed at a disadvantage by their sex. The company will ensure that all individuals will be treated fairly and does not place any value in factoring an individual's sex into any form of application for a job. The company at present, do not have any vacancies that require an occupational requirement of the protected characteristic gender, and as such, this does not form part of the recruitment and selection process. Training and development will be in line with training plans that are produced as a combination of onsite monitoring, capabilities, managerial recommendations, personal development requests.

The Equality Act 2010 gives both women and men the right to equal pay for equal work, with women and men being legally entitled to be paid at the same rate for like work, work rated as equivalent, and work of equal value. The company are committed to ensuring that there is no gender pay gap. Although the company does not legally have to report the gender pay gap, it is discussed and reviewed at annual Senior Management Meetings. The data is secured through GDPR and individuals pay is not disclosed. We ensure that an average is taken of male based job roles against female-based job roles and that the difference is evaluated and corrective action taken were needed. The company recognise that the construction industry can be heavily male orientated and as such, currently monitor gender diversity at all levels throughout the company.

Sexual Orientation:

The company does not place any value in factoring an individual's sexual orientation into any form of application for a job and as such, this does not form part of the recruitment and selection process. No person will be disadvantaged due to their sexual orientation and individuals will be evaluated on their aptitudes, potential, skills, and experiences. All individuals selected, will be given equal rights within the company and will all be subject to the same work-related benefits such as flexible working, adoption leave, maternity and paternity pay and leave etc regardless of their sexual orientation. Training and development will be in line with training plans that are produced as a combination of onsite monitoring, capabilities, managerial recommendations, and personal development requests.

Workplace behaviour

The company is committed to ensuring that workplace behaviour is positive in relation to equality, diversity, and inclusion. The company will ensure that all individuals and the company comply with their duties as laid out in this policy.

Duties

All interested parties have a duty to ensure that equality, diversity and inclusion is an embedded part of the company. All shareholders, directors and employees of the company are responsible for ensuring that harassment of any nature does not occur within the company. Appropriate disciplinary action including summary dismissal for serious offences will be taken against any individual who violates this Policy. The grievance and Disciplinary process works in conjunction with this policy.

Managers and Supervisor Duties

- All management are expected to comply with the Policy and to ensure that such conduct does not occur.
- All supervisors and managers are responsible for eliminating any harassment or intimidation of which they are aware. Failure to do so will be treated as a failure to fulfil all the responsibilities of their position. Similarly, all supervisors and managers are responsible for eliminating less favourable treatment of any person displaying a protected characteristic. Again, failure to do so will be treated as a failure to fulfil all the responsibilities of their position.
- No supervisor or manager shall threaten or insinuate, either explicitly or implicitly, that an employee's reaction to any unacceptable behaviour will be used as a basis for an employment decision affecting that employee. Such conduct shall be treated by the Company as a serious disciplinary offence by the supervisor or manager.

Employee Duties

- All employees are expected to comply with the Policy and to ensure that such conduct does not occur.
- An employee who believes that they have been subject of any discrimination, harassment or bullying should report the alleged act to the appropriate line manager, Director, or a nominated officer wherever possible.
- Show respect and dignity for all in the organisation's values and ensure these are reflected in the way they operate daily.
- Accept personal responsibility to uphold the standards.

Company Duties

- Make clear that everyone has a personal responsibility to uphold the standards.
- Focus on fairness, inclusion and transparency, ensuring that merit, competence and potential are the basis for all decisions about recruitment and development, and be alert to the influence of conscious and unconscious biases.
- Introduce mechanisms to deal with all forms of harassment, bullying and intimidating behaviour, making clear that such behaviour will not be tolerated and setting out the consequences of breaking the organisation's behaviour code.
- Embed diversity and inclusion in line managers' roles as they have a key role to play in behaving in an inclusive way and contributing to diversity goals.
- Ensure that any individual or group of employees who believe that they have experienced direct, or indirect unfair discrimination are properly represented in any grievance proceedings.
- Treat unfair discriminatory conduct by any member of staff as a disciplinary offence.
- Ensure a timely investigation will be conducted into the complaint in a confidential manner. All parties will be guaranteed a fair and impartial hearing.

Communication and Participation

The principles in this Policy will be brought to the attention of all interested parties by means of publication on head office notice boards, inclusion in induction and will be available on request.

All employees are encouraged to bring to the attention of their immediate Superior any act of discrimination they observe. The company grievance and disciplinary process is communicated in conjunction with this policy to all employees.

Employees who are newly disabled are encouraged to bring this to the attention of their immediate Superior to enable a review of their treatment be made. This review will include an assessment of physical features and arrangements to ensure that these do not place the employee at a substantial disadvantage. Where they do, then adjustments will be effective where reasonable to do so.

The company is committed to an open culture with good communication channels based on open dialogue and active listening and actively encourages participation. Employees are encouraged to voice ideas so that the company can act on feedback.

The investigation into any allegations and the grievance and disciplinary process will apply to all complaints made. Discrimination applies to all levels of the organisation and all levels outlined in this policy. This means that discrimination will not be tolerated at recruitment and selection process and throughout an individual's work life. It is acknowledged that this policy could also apply to those who have left the company and therefore, any allegations will be dealt with under the company grievance and Disciplinary process.

Signed:



Jordan Sumner
Operations Director / Responsible for Safety
03.03.2025