
	<h2>Equal Opportunities, Diversity and Inclusion Policy</h2>		
	Doc Ref: POL5-06	Issue No.: 7 Date: 01/05/2024	

Introduction

S & R Construction recognises that it is essential to provide equal opportunities to all persons without discrimination. This policy sets out the organisation's position on equal opportunity and how it values diversity which in turn supports inclusion in all aspects of employment. The Policy includes recruitment and promotion and gives guidance and encouragement to employees at all levels to act fairly and prevent discrimination on the grounds of sex, race, marital status, part-time and fixed term contract status, age, sexual orientation or religion.

Equality, diversity and inclusion (EDI) are essential to enable deep, trusting, mutually beneficial relationships. EDI enhances our company, reputation and our impact on people and on our planet. Our organisational values - open and committed, inclusive and expert, optimistic and bold - inform our Policy. Alongside our Employee Handbook and other relevant policies, this Policy helps determine how we behave to all those we have contact with. It supports compliance and managing risk.

Our Equality, Diversity and Inclusion (EDI) Strategy sets out our vision for implementing this Policy. This Policy has the full support of the Managing Director and the Senior Management Team who are ultimately accountable for its delivery.

All staff are required to ensure their behaviour conforms with it. The policy seeks to eradicate unjustified discrimination on irrelevant grounds and promote human rights and social justice. This means:

- treating people fairly, impartially and without bias.
- creating conditions in the workplace and wider society which encourage and value diversity, promote dignity and inclusion and a culturally sensitive approach.
- treating people equitably. This involves acknowledging and trying to redress imbalances through a differentiated approach, where necessary and appropriate.

Diversity is concerned with creating an environment supported by practices which benefit the organisation and all those who work in and with it. It takes account of the fact that people, whilst similar in many ways, are also different. Such differences include gender, age, race / ethnicity, sexual orientation, disability, religion and belief, education, economic status, personality, communication style and approaches to how people think and work, amongst other things. These differences can significantly impact access to equality.

Understanding, valuing and effectively managing diversity can result in greater participation with benefits at an individual, team, organisational and wider societal level. This significantly contributes to the aspiration of inclusion. Inclusion is an active process that aims to create conditions for all people to fully contribute to our work. It is about making people feel welcome and accepted, especially those that are socially excluded, marginalised or under-represented. It is about encouraging participation so that everyone feels valued, respected and involved thereby fostering a sense of belonging. It strengthens cultural relations and supports trust between people across the organisation.

Statement of policy

(a) It is the policy of S & R to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. The organisation is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment.



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(b) The organisation recognises that adhering to the Equal Opportunities Policy, combined with other relevant employment policies and practices, maximises the effective use of individuals in both the organisation's and employees' best interests. S & R recognises the great benefits in having a diverse workforce with different backgrounds, solely employed on ability.

(c) The recruitment, training and promotion of all individuals will be on the basis of job requirements and the individual's ability and merits.

(d) All employees of the organisation will be made aware of the provisions of this policy.

Recruitment and promotion

(a) Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.

(b) Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated.

(c) All vacancies will be circulated internally.

(d) All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.

(e) All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.

Employment

(a) S & R will not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job descriptions.



(b) S & R will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.

(c) All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

Training

(a) Employees will be provided with appropriate training regardless of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.

(b) All employees will be encouraged to discuss their career prospects and training needs with their Line Manager or the HR Department.

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Grievances and victimisation

(a) S & R emphasises that discrimination is unacceptable conduct which may lead to disciplinary action under the organization's Disciplinary Procedure.

(b) Any complaints of discrimination will be pursued through the organisation's Grievance Procedure.

(c) S&R Construction will not tolerate any form of bullying in the workplace and complaints of this will be dealt with through the Company Grievance procedure.

A full copy of this policy is accessible electronically and is available from the SHEQ Dept. on request.

This Policy will be reviewed annually and fully supports the policies and procedures within our Management System.



Signature:

Steven Sankey, MD