

## **Equality and Diversity Policy**

### **Our Commitment**

We are committed to the principles of Equality and Diversity in employment and seek to comply with the requirements of the Equality Act 2010 by opposing discrimination, victimisation and harassment.

Equality and diversity are central to our business success. The clients and communities we work with are very diverse and we need to understand and meet their needs if we are to be successful. If we reflect the diversity of the UK in our own workforce, it will help us achieve that goal.

All employees are made aware of this policy and of their obligations. Contractors, agencies and service providers will be made aware of their obligations through the Contractors Code of Conduct.

This policy applies to all employees, contractors, agency staff and other service providers.

### **The Requirements of the Equalities Act 2010**

The Equalities Act 2010 legally protects people from discrimination in the workplace and in wider society. Under the Equality Act there are 9 protected characteristics. These have been summarised below:

Age – people of all ages should be treated the same under the Equality Act 2010

Disability – there is a legal duty to make reasonable adjustments to help overcome disabilities. It is unlawful in most circumstances to request information about the health of job candidates prior to making a job offer. Employees who are disabled or become disabled are encouraged to inform the business accordingly so that appropriate support can be explored.

Gender reassignment – transsexual people who propose to, start, or complete a process to change their gender are protected under the Equality Act 2010. An employee who is absent due to such procedures cannot be treated less favourably than if the absence was due to sickness or injury.

Marriage or civil partnership – the Equality Act 2010 protects employees who are married or in civil partnerships from discrimination on account of this status.

Pregnancy and maternity – female employees and applicants are protected against discrimination on the grounds of pregnancy and maternity during the period of pregnancy and any statutory maternity leave.

Race – individuals are protected against discrimination on the grounds of colour, nationality and ethnic or national origins.

Religion or belief – individuals are protected against discrimination on the grounds of their religion or lack of religion and belief or lack of belief.

Sex – refers to both men and women.

Sexual orientation – refers to bisexual, gay, heterosexual and lesbian people.

### **How can you be discriminated against?**

There are four main types of discrimination.

Direct discrimination - this means treating one person worse than another person because of a protected characteristic.

Indirect discrimination - this can happen when an organisation puts a rule or a policy or a way of doing things in place which has a worse impact on someone with a protected characteristic than someone without one.

Harassment - this means people cannot treat you in a way that violates your dignity, or creates a hostile, degrading, humiliating or offensive environment.

Victimisation - this means people cannot treat you unfairly if you are taking action under the Equality Act (like making a complaint of discrimination), or if you are supporting someone else who is doing so.

### **Responsibilities**

The Directors have overall responsibility for putting this policy into practice however every employee has a personal responsibility to conduct themselves in a suitable manner. The following actions are unlawful:

- discriminating against fellow employees
- persuading, or trying to persuade, other employees or management to practice unlawful discrimination
- failing to act upon information regarding discriminatory behaviour
- harassment of individuals
- victimisation of individuals

We will endeavour to ensure the following for all employees:

- a safe working environment where differences are recognised and valued
- all staff are treated with respect and dignity
- access to training, development and promotion opportunities without discrimination.
- equal terms and conditions of employment

### **Complaints of discrimination**

Any complaints or information on discrimination should be brought to the attention of the HR Manager or the Directors. All information will be treated in the strictest confidence.



Any employee who discriminates against, victimises or harasses another employee (or candidate for employment) will be subject to disciplinary procedure. In serious cases, such behaviour may constitute gross misconduct and may result in instant or summary dismissal.

**Monitoring**

We will endeavour to monitor data regarding protected characteristics from time to time in order to ensure no direct or indirect discrimination is taking place with regard to employees or recruitment

**Approval for this Statement**

This statement has been approved by the Board of PMC Construction & Development Services Ltd who will review and update it annually.

Date: May 2019