

Equal Opportunities Policy

Introduction

This policy sets out how Avondale Construction Limited (**the Company, we, us or our**) approaches the promotion of equal opportunities in the workplace, ensuring fair treatment for all individuals we work with.

Who does this policy apply to?

All employees, workers, contractors, agency staff, volunteers, and consultants (**you**) must follow this policy, except where we specify otherwise.

Who is responsible for this policy?

All managers must:

- ensure their team members understand and follow this policy
- address concerns or breaches fairly and consistently
- consult senior management when unsure how to apply this policy.

All staff must comply with this policy and raise any concerns they may have.

Non-compliance

If you are an employee, worker or agency worker, you should raise any concerns about potential breaches of this policy with your manager. Other staff should speak to their contact in the Company. We may act under our disciplinary procedure if you are an employee and you fail to comply with this policy. In the case of workers, agency workers and contractors, if you breach this policy we may terminate your engagement.

Questions about this policy

Contact your manager if you have questions about this policy or how it applies to you.

1. Equal opportunities statement

- 1.1 We commit to promoting equal opportunities in employment. You and any job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (**Protected Characteristics**). We also commit to providing equitable treatment to all those we deal with as an organisation, including clients, customers and suppliers.
- 1.2 We aim to encourage and support diversity, equity and inclusion and actively promote a culture that values differences and eliminates discrimination in our workplace. This policy applies to all aspects of your employment with us, including recruitment, pay, benefits and conditions, flexible working and leave, training, appraisals, promotion, conduct in the workplace, disciplinary and grievance procedures, and termination of employment.

2. Diversity and inclusion training

- 2.1 We will ensure that managers receive appropriate training on recognising and avoiding discrimination, harassment and victimisation, and promoting equality of opportunity and diversity in the areas of recruitment, development and promotion. This training may be provided as part of general management training or specific equality and diversity programmes.
- 2.2 We will provide training and information to ensure that everyone understands the contents of this policy and our harassment and bullying policy. This may be delivered through induction programmes, regular training sessions, or other appropriate methods to maintain awareness of our equal opportunities' commitments.

3. Discrimination

- 3.1 You must not unlawfully discriminate against or harass other people including current and former employees, job applicants, clients, customers, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts), and on work events including social events.
- 3.2 This policy prohibits the following forms of discrimination, which are also unlawful:
 - (a) **Direct discrimination:** treating someone less favourably because of a protected characteristic. For example, rejecting a job applicant because of their religious views or because of their sexual orientation.
 - (b) **Indirect discrimination:** applying a provision, criterion or practice to everyone that adversely affects people with a particular protected characteristic more than others, without justification. For example, implementing a "no headwear" policy in the workplace would disproportionately affect individuals whose religion requires them to wear head coverings such as turbans, hijabs, or kippot. We would consider such a requirement discriminatory unless we can objectively justify it.
 - (c) **Harassment:** this includes sexual harassment and other unwanted conduct related to a protected characteristic, which

has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. We address harassment further in our harassment and bullying policy.

- (d) **Victimisation:** retaliating against someone who has complained or has supported someone else's complaint about discrimination or harassment. This includes where someone mistakenly believes that the person victimised has done so.
- (e) **Disability discrimination:** this includes any unjustified less favourable treatment because of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

4. Disabilities

- 4.1 If you have a disability or become disabled, we encourage you to tell us about your condition so that we can consider what reasonable adjustments or support may be appropriate.

5. Recruitment and selection

- 5.1 We will conduct recruitment, promotion and other selection exercises such as redundancy selection based on merit, against objective criteria that avoid discrimination. When recruiting or promoting, we will take steps to improve the diversity of our workforce and provide equality of opportunity. We recommend that more than one person conducts shortlisting where possible.
- 5.2 We will generally advertise vacancies to a diverse section of the labour market. We will ensure advertisements avoid stereotyping or using wording that may discourage particular groups from applying.
- 5.3 We will not ask job applicants questions which might suggest an intention to discriminate on grounds of a protected characteristic. For example, we will not ask applicants whether they are pregnant or planning to have children.
- 5.4 We will not ask job applicants about health or disability before making a job offer, except in the very limited circumstances the law allows: for example, to check that the applicant could perform an intrinsic part of the job (taking account of any reasonable adjustments), or to see if we need any adjustments at interview because of a disability. Where necessary, we can make job offers conditional on a satisfactory medical check. We may include health or disability questions in equal opportunities monitoring forms, which we must not use for selection or decision-making purposes.
- 5.5 The law requires us to ensure that all employees are entitled to work in the UK. We will not make assumptions about immigration status based on appearance or apparent nationality. All prospective employees, regardless of nationality, must produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation. You can obtain the list of acceptable documents from UK Visas and Immigration.

6. Criminal record checks

- 6.1 Where we assess suitability for positions using criminal record checks processed through the Disclosure and Barring Service, we agree to comply with the DBS Code of Practice and undertake to treat all applicants fairly, in line with the code. You can find a copy of the code [here](#).
- 6.2 We will only carry out an application for a criminal record check if we identify it as required for the role, in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order. Where we identify a need for a criminal record check, we will ensure, so far as reasonably practicable, that all application forms, job adverts and recruitment briefs contain a statement that we will apply for a DBS certificate if we successfully offer a candidate a position with us.
- 6.3 We will only ask applicants to provide information about convictions and/or cautions that we are legally entitled to know about. We further agree to only ask about convictions and/or cautions that are not protected and we commit to treating any ex-offender equally. Failing to reveal information that directly relates to the position you apply for could lead to withdrawal of an offer of employment.
- 6.4 We agree not to treat anyone unfairly based on a conviction or other information we discover through a DBS check and undertake to discuss any matter a DBS certificate reveals with the affected individual before making any decisions on their prospective and/or ongoing employment.

7. Part-time and fixed-term work

- 7.1 We will treat part-time and fixed-term employees the same as comparable full-time or permanent employees and ensure they enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless we can justify different treatment.

8. Breaches of this policy

- 8.1 We take a strict approach to breaches of this policy, which we will address through our disciplinary procedures. In the case of employees, we may treat serious cases of deliberate discrimination and victimisation as gross misconduct resulting in summary dismissal. In the case of workers, agency workers and contractors, if you breach this policy we may terminate your engagement.
- 8.2 If you believe that you have suffered harassment, bullying or discrimination, or witnessed it happening to someone else in the workplace, you can raise the matter through our grievance procedures or our harassment and bullying policy as appropriate. In the case of workers, agency workers and contractors, we encourage you submit a formal complaint. We will treat complaints

in confidence and investigate them appropriately.

- 8.3 We will not tolerate victimisation or retaliation against staff who complain about or report discrimination. If you are an employee and believe we have victimised you for making a complaint or report of discrimination, or you have witnessed it happening to someone else in the workplace, you should raise this through our grievance procedures or our harassment and bullying policy as appropriate. If you are a worker, agency worker or contractor, we encourage you to submit a formal written complaint to us.
- 8.4 We encourage the reporting of all types of potential discrimination, as this assists us in ensuring that we adhere to diversity, equity and inclusion principles in the workplace. However, we will treat making a false allegation in bad faith, or that you know to be untrue, as misconduct and deal with it through our disciplinary procedures. In the case of workers, agency workers or contractors, if you submit false allegations we may terminate your engagement.
- 9. **Equality and Diversity Monitoring Form**
- 9.1 We may ask you to complete an equality and diversity monitoring form which is sent out periodically to your email address. This form helps us track the diversity of our workforce and identify any areas where we may need to improve our practices. **Equality and Diversity monitoring form.**
- 9.2 Completion of this form is voluntary and confidential. The information provided is used solely for monitoring purposes and will be kept separate from your employment records.