

CAMBRIAN CONSTRUCTION LTD

EQUAL OPPORTUNITIES POLICY

1. PURPOSE

The purpose of the Equal Opportunities Policy is to explain to our employees that Cambrian Construction Ltd is committed to the principle of equal opportunity, dignity and respect for everyone in our employment regardless of their gender, marital status, race, religious belief, colour, ethnic origin, disability, age or sexual orientation.

This policy is applicable to all employees and the purpose of this statement is to create a climate in which:

- employees are clear that Cambrian Construction Ltd espouses and encourages fairness for all, and will not tolerate discrimination in the workplace
- employees are clear about the approach which will be adopted by Cambrian Construction Ltd in the event of any discriminatory incident or other breach of our equal opportunities policy
- everyone feels a personal responsibility towards ensuring that the working environment remains free from discrimination, harassment and bullying

2. PRINCIPLES

- no employee, job applicant or potential employee shall receive less favourable treatment because of his/her gender, marital status, race, religious belief, colour, ethnic origin, disability, age or sexual orientation
- the policy reflects our approach to recruitment, learning and development opportunities, progression and promotion
- all Cambrian Construction Ltd's recruitment advertising shall comply with legal standards for equal opportunity
- employees will not commit, authorise, contribute to or condone any acts of discrimination
- any breach of this policy will lead to action being taken under our disciplinary policy, and may result in dismissal

3. DISCRIMINATION

Discrimination can take the following forms:

- **direct discrimination:** where a person is treated less favourably because of their gender, marital status, race, religious belief, colour, ethnic origin, disability, age or sexual orientation
- **indirect discrimination:** where a requirement or condition is applied which has a disproportionate and/or adverse effect on an individual or a particular group of individuals which is not capable of objective justification
- **victimisation:** where someone is treated less favourably on any of the grounds listed above, for example, because they have made a complaint against another Cambrian Construction employee

4. HARASSMENT

Harassment is inappropriate behaviour which is unacceptable and/or unwelcome to the recipient and includes the prohibited grounds set out under this policy. Such behaviour may contravene this policy even if it occurs away from the workplace

Harassment can be physical, verbal or non-verbal conduct, including (not exhaustively) insensitive or derogatory jokes and pranks of a sexual or racial nature; displays of offensive material; unwelcome sexual advances, sexual propositions or pressure at or outside of work, where it is made clear that such advances or suggestions are not mutual or acceptable

Harassment can also occur through intimidating or bullying behaviour

Harassment is determined by its impact on the recipient and not by the intention of the perpetrator. Even if the action appears to be trivial – if it is persistent and unwanted – it may constitute harassment. Equally, if the action is found by the recipient to be particularly offensive, a one-off act may also constitute harassment.

5. PROCEDURE

If any employee considers that they have received less favourable treatment any of the grounds listed above, or has been subjected to any form of harassment, they should, in the first instance, speak to their direct manager – or to member of the Senior Management Team who is responsible for the individual's work area. Any such complaints will be treated in the strictest confidence and will follow the procedures detailed under the company's Grievance Procedure.

No employee will be victimised for bringing a complaint of unlawful discrimination in good faith, and Cambrian Construction Ltd will treat any retaliation against a complainant as a serious disciplinary matter.