



## LEADERSHIP

# STRATEGIC GROUP POLICY SGP007

## EQUALITY AND DIVERSITY

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**Reviewed by:** Andrew Smith

### VISION:

**Our Vision:** "To be industry leading in all aspects of employment by providing equal opportunity to all employees"

We are realising our Vision by implementing our modern resources management system and engaging with our supply chain

### COMMITMENT:

Arthur Civil Engineering is committed to providing equality of opportunity in all aspects of employment/engagement for every member of staff, our contractors and potential new recruits. It is our intention to work in a harmonious and diverse environment where no individual will receive less favourable treatment on the grounds of colour, race, nationality, ethnic or national origin, sex, sexual orientation, age, marital status, disability, religious or philosophical belief, nor will they be disadvantaged by any other condition that cannot be justified as necessary to meet business requirements.

We are committed to ensuring that no discrimination, harassment or victimisation at or outside work is allowed, overlooked or condoned.

#### **To support this statement Arthur Civil Engineering will:**

- Ensure that selection for employment is based on aptitude and ability
- Ensure that the benefits, terms and conditions of employment and facilities are available to employees
- Eliminate discrimination, harassment and victimisation
- Ensure equal opportunity and access for all groups of individuals
- Ensure it deals with unwanted behavior in a timely and effective manner
- Ensure it conducts equal opportunity and diversity training with all of its employees

### RESPONSIBILITY:

#### **The Directors of Arthur Civil Engineering will:**

- Monitor compliance with this Equality and Diversity Policy.

- Ensure Arthur Civil Engineering Ltd works with clients and their Equality and Diversity Policies.
- Communicate this Policy to employees to ensure awareness throughout the Company.
- Implement equal opportunity and diversity training throughout the Company

**All Arthur Civil Engineering employees are required to understand this Policy in addition to the guidance in the Company Handbook and Procedures.**

## APPROACH:

### Discrimination, Harassment and Victimisation

We are committed to ensuring that no discrimination, harassment or victimisation at or outside work is allowed, overlooked or condoned. Harassment can take many forms. It can range from extreme forms such as violence and bullying or racial abuse to less obvious actions like ignoring someone at work.

Harassment can occur even when the perpetrator does not intend to cause offence - for example by telling a joke with connotations about age, religion, colour, ethnic origin, sexual orientation or disability. If the recipient of the joke - or a bystander - is offended by the joke or comment this may amount to harassment for which the perpetrator can be held personally liable.

Whatever the form of harassment, it will be unwanted behaviour that is unwelcome and unpleasant. Single or continued acts may constitute harassment. Harassment will normally be considered a very serious disciplinary matter. Any victims of harassment should ensure that your line manager or a Director is informed immediately.

### Sexual Harassment at Work

Sexual harassment is conduct directed towards an individual which is of a sexual nature or which is based on a person's sex or which affects their dignity at work and which is regarded as unwelcome or offensive by the recipient. The following examples illustrate conduct which may be regarded as sexual harassment, but is not an exhaustive list:

- i. Unwelcome physical contact;
- ii. Unwelcome sexual advances;
- iii. Propositions, suggestions or pressure for sexual activity at work or outside work where it is known or ought reasonably to be expected that this is not welcome;
- iv. Conduct which is intimidatory, physically or verbally abusive or offensive by reference to generally accepted standards, including the display of sexually explicit material in the workplace;
- v. Derogatory or demeaning remarks based on gender;
- vi. Suggestions that sexual favours may further an employee's career or that a refusal may hinder it.

We regard sexual harassment as a form of intimidation that has the effect of insulting and demeaning the individual against whom it is perpetrated. It is unacceptable in the working environment and we will take positive action to prevent its occurrence. It can also result in personal liability for the perpetrator.

## **Harassment on the Basis of Age, Sexual Orientation, Race, Religion or Belief**

This type of harassment is conduct directed towards an individual on the basis of a person's actual or perceived age, sexual orientation, race, religion or belief. Such harassment affects an individual's dignity at work and creates an intimidating, hostile, degrading, humiliating or offensive environment which may be regarded as unwelcome or offensive by the recipient or a bystander. This type of harassment also includes conduct directed at the employee's or contractor's family or towards those with whom they are associated. The following examples illustrate conduct which may be regarded as harassment, but is not an exhaustive list:

- i. Religious jokes or banter;
- ii. Homophobic jokes or banter;
- iii. Jokes or banter in relation to a person's age;
- iv. Nicknames, teasing, name-calling or other upsetting behaviour;
- v. Conduct which is intimidatory, physically or verbally abusive or offensive by reference to generally accepted standards;
- vi. Derogatory or demeaning remarks based on age, sexual orientation, race, religion or belief;
- vii. Suggestions that a person's age, sexual orientation, race, religion or belief may further or harm an individual's career.

We regard these forms of harassment as a form of intimidation that has the effect of insulting and demeaning the individual against whom it is perpetrated. It is unacceptable in the working environment and we will take positive action to prevent its occurrence. Serious cases of harassment may be regarded as gross misconduct for which the perpetrator may be summarily dismissed. It may also result in personal liability for the perpetrator.

### **Arthur Civil Engineering Ltd will:**

- Monitor compliance with this Equality and Diversity Policy and the Equality and Diversity Policy of its clients.
- Take corrective actions where deficiencies are highlighted.
- Review where necessary the Equality and Diversity Policy
- Train all employees

Review this Equality and Diversity Policy on an annual basis or when changes are required to comply with new company operations, client operations or legislation.

**REVISION STATUS:**

	<b>Rev.</b>	<b>Date</b>	<b>Description if Addition (A), Deletion (D) or Substitution (S)</b>	<b>Approved by:</b>
1.1	01	14.02.2018	Written by Liam O'Loughlin	Andrew Smith
1.2	02	14.02.2021	2021 Review	Andrew Smith
1.3	03	08/02/2022	2022 Review	Andrew Smith

The information contained in this Policy applies to all employees of Arthur Civil Engineering Limited ('Arthur Civil Engineering Ltd' or 'the Company') subject to any qualifying conditions described. This policy should be read in conjunction with your Contract of Employment and the Company Handbook. The Company may amend and extend the contents of this document at any time, subject to statutory and/or operational requirements. If you require any clarification in respect of this Policy, please speak in the first instance to one of the Directors.