

Diversity & Inclusion policy

Introduction

We value **diversity** and are committed to treating everyone within our business fairly. We aim to create an **inclusive culture**, where everyone is comfortable to bring their whole self to work.

This means we expect them to be treated with dignity and respect irrespective of any protected characteristic (i.e. race, colour, ethnic or national origin, nationality, disability, marital or civil partner status, sexual orientation, pregnancy or maternity, age, religion or belief, sex and gender identity).

Objectives

We aim to promote equality of opportunity for all our employees and job applicants.

We aim to create an environment in which all individuals are able to make best use of their skills, free from discrimination, harassment or victimisation.

We have a zero tolerance approach; any unacceptable behaviour will result in action being taken to address it proportionate to the incident.

Policy

We need you to support us in this by treating each other and our customers and suppliers with dignity and respect at all times, and appreciating the differences we bring to the Group.

What we expect of everyone : While working for the Group it is important that you:

- Are courteous to each other, our customers and suppliers.
- Don't discriminate in your day-to-day activities or encourage others to do so, challenge where needed
- Don't harass or intimidate other employees, customers or suppliers
- Tell your manager if you become aware of **any** behaviour that is unacceptable

In addition as a manager: While working for the Group it is important that you:

- Manage people effectively and in a fair and consistent way
- Ensure all staff understand what is expected of them in relation to behaviour, challenging when needed
- Lead by example, set high standards and be open to feedback about your own behaviour or management style
- Recognize the need to ensure we prevent sexual harassment in all forms
- Take any allegations seriously, investigating all complaints, taking appropriate actions having sought advice from HR.

Types of discrimination and harassment

Discrimination: can be 'direct' or 'indirect', intentional or unintentional. Direct discrimination occurs where someone is treated less favourably because of one or more protected characteristics. Indirect discrimination occurs where an unjustified provision, criterion or practice puts certain groups of people that share a protected characteristic at a disadvantage compared to others.

Favouritism: at work this means granting opportunities solely based on factors such as personal or family relationships, or offering an advantage to someone who does not necessarily merit that treatment.

Bullying is intimidation that undermines the competence, effectiveness, confidence and integrity of someone. A bully misuses their power, position or knowledge to criticise, humiliate or otherwise harm someone.

Harassment is unwanted conduct with the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

Victimisation: is when someone is treated less favourably as a result of being involved with a discrimination or harassment complaint.

This could include:

- Suggestive remarks or gestures
- Display of pictures with sexual or racial undertones
- Demeaning or ridiculing someone
- Inappropriate use of social media
- Jokes and banter of a derogatory nature
- Unwelcome touching
- Any sexual advances

This also extends to behaviour that employees find offensive even if it's not directed at them specifically. Any employee who is found to have committed an act of discrimination or harassment will be subject to conduct action, which could result in dismissal.

If you have a complaint or concern

Don't keep it to yourself - it is in everyone's interest for you to raise concerns you have about how you or someone else has been treated at work.

- Concerns should ideally be raised with your manager first or another manager if required
- Reported to a department head or director
- Directly to HR
- To report something confidentially please contact **0800 915 1571** or

<https://www.safecall.co.uk/report/>

External support

Employee Assistance Programme (EAP)

Our EAP offers staff members and their immediate family free telephone help and support to cope with life's challenging events, whether it's a complex concern or a simple question.

Please access the wellbeing hub here:

[https://bdwcloud.sharepoint.com/sites/HR/SitePages/Employee-Assistance-Programme-\(EAP\)-%26-Other-Support.aspx](https://bdwcloud.sharepoint.com/sites/HR/SitePages/Employee-Assistance-Programme-(EAP)-%26-Other-Support.aspx)

or call **24/7/365** in confidence on **08083 043 698**

Construction Worker Helpline

The Construction Worker Helpline is a free, confidential service for construction

workers and their 'living in household' dependents. Set up by B&CE's Charitable Trust, it offers you support, advice and a guiding hand in times of need.

Freephone: 0808 801 0372

This policy is reviewed annually and is approved by the Group Board. It is communicated to key stakeholders and is available on our website.

**David Thomas
Chief Executive
DATE 10 December 2024**
