



Equal Opportunities Policy

EQUAL OPPORTUNITIES & DIVERSITY POLICY

DEFINITIONS

PROTECTED CHARACTERISTICS

Personal and social characteristics for which is it against the law to discriminate against, these include:

- Age
- Gender Reassignment
- Being married or in a civil partnership
- Pregnancy and parental leave
- Disability
- Race including colour, nationality, ethnic or national origin
- Religion or Belief system
- Sex
- Sexual Orientation

DIRECT DISCRIMINATION

When a person is treated less well, in comparison with someone else, because of his or her racial or ethnic origin, religion or belief, disability, age or sexual orientation. Examples of direct discrimination: a company refusing to hire suitably qualified people simply because they are of a certain race or ethnic origin, or an employer who specifies in a job advert that only young people should apply even though the job in question could be done perfectly well by an older person.

INDIRECT DISCRIMINATION

When an apparently neutral specification, criteria or practice would disadvantage people on the grounds of racial or ethnic origin, religion or belief, disability, age or sexual orientation unless the practice can be objectively justified by a legitimate aim.

Example of indirect discrimination: A person in their late twenties sees a role advertised that they are fully qualified for. However, the role specifies that the candidates must have ten years' experience. This person only has six. Unless the employer can lawfully justify why candidates need ten years' experience this is likely to be indirect discrimination against young candidates who are fully qualified but do not have ten years' experience due to their age.

Harassment

Harassment is defined as 'unwanted conduct' and must be related to a relevant protected characteristic or be 'of a sexual nature'. It must also have the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment can be verbal, written or physical. While the Equality Act 2010 protects against harassment related to most protected characteristics, other legislation such as the Protection from Harassment Act 1997 may also apply.

Victimisation

Victimisation is when an employee suffers what the law terms a 'detriment' - something that causes disadvantage, damage, harm or loss because of:

- making an allegation of discrimination, and/or
- supporting a complaint of discrimination, and/or
- giving evidence relating to a complaint about discrimination, and/or
- raising a grievance concerning equality or discrimination, and/or
- doing anything else for the purposes of (or in connection with) the Equality Act 2010, such as bringing an employment tribunal claim of discrimination.

Victimisation may also occur because an employee is suspected of doing one or more of these things, or because it is believed they may do so. A 'detriment', for example, might include the employee being labelled a 'troublemaker', being left out and ignored, being denied training or

promotion, or being made redundant because they supported a discrimination claim.

PURPOSE

The purpose of this policy is to communicate our approach to equality and diversity and to demonstrate our commitment to eliminate all bias and unlawful discrimination in relation to employees, job applicants, our business partners and members of the public.

Donovan Construction (South West) Limited is committed to building an organisation that makes full use of the talents, skills, experience and different cultural perspectives available in a multi-ethnic and diverse society. Where people feel they are respected and valued and can achieve their potential regardless of race, religion or belief, sexual orientation, sex (including pregnancy and maternity), marital status (including civil partnership status) gender reassignment, disability or age or employment status (for example part time, sub-contractor or agency workers).

We will follow the recommendations and guidance of the Equality and Human Rights Commission and this policy encompasses the following groups:

- Existing employees
- Potential employees
- Apprentices
- Sub-contractors
- Clients
- Workers (including agency temps)
- Directors
- Members of the public
- Suppliers

AIM

- No one receives less favourable treatment, on grounds of any protected characteristic (including age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion/belief, sex and sexual orientation); or is disadvantaged by any conditions, requirements, provisions, criteria, procedures or practices that cannot be justified on any other grounds.
- No one is victimised for taking action against any form of discrimination or harassment, or instructed or put under pressure to discriminate against, or harass, someone on the above grounds.
- Discrimination, whether direct or indirect, is not tolerated by Donovan Construction (South West) Limited. Any person who breaches this Equality & Diversity Policy will be shown zero tolerance and appropriate disciplinary action will be taken.
- Donovan Construction (South West) Limited is free of harassment and victimisation including any act that violates the dignity of workers or creates an intimidating, hostile, degrading, offensive, or humiliating environment.
- Opportunities for employment, training and promotion are equally open to male and female candidates, candidates from all racial groups, candidates with or without disabilities, and candidates of any age, and of any sexual orientation, religion or belief and candidates with any other protected characteristic.
- Selection for employment, promotion, transfer, training, and access to benefits, facilities and services, will be fair and equitable and based solely on merit.

This policy applies to all aspects of employment, from recruitment to dismissal and former workers' rights.

COMPANY COMMITMENT

This policy will be a priority for Donovan Construction (South West) Limited. The Directors of Donovan Construction (South West) Limited, will be responsible for the day-to-day operation of the policy.

The policy will be communicated to all workers and job applicants and will be placed on the company's website.

No one will be in any doubt about what constitutes acceptable and unacceptable conduct in the organisation. Unacceptable conduct includes discrimination and harassment at related social functions.

Complaints about discrimination or harassment in the course of employment will be regarded seriously, and may result in disciplinary sanctions, and even dismissal.

Opportunities for employment, promotion, transfer and training will be advertised widely, internally and externally, and all applicants will be welcomed, irrespective of race, colour, nationality, ethnic or national origins, gender, sexual orientation, disability or age, religion or belief.

All workers will be encouraged to develop their skills and qualifications and to take advantage of promotion and development opportunities in the organisation.

Selection criteria will be entirely related to the job training opportunity.

We will make reasonable changes to overcome physical and non-physical barriers that make it difficult for disabled employees to carry out their work, and for disabled customers to access our services.

We will take a flexible approach to working arrangements. We will consider requests for changes carefully and objectively and will accommodate them unless it would cause significant difficulties to the business or the employees.

Information on the ethnic and racial background, gender, disability, and age of each worker and applicant for employment will be collected and

analysed, to monitor each stage of the recruitment process. The information will be held in strictest confidence and will only be used to prompt equality of opportunity. Information about the religion/belief and sexual orientation of employees may also be monitored.

Grievances, disciplinary action, performances assessment and terminations of employment, for whatever reason may also be monitored by gender, racial groups, age, disability, religion/belief and sexual orientation if necessary.

Requirements, conditions, provisions, criteria, and practices will be reviewed regularly, in the light of the monitoring results, and revised if they are found to, or might, unlawfully discriminate on any of the above grounds. We will also regularly review advertising, recruitment and application materials and processes, and this policy.

All contracts between Donovan Construction (South West) Limited and subcontractors to supply goods, materials or services will include a clause prohibiting unlawful discrimination or harassment by subcontractors and their staff. The clause will also encourage subcontractors and potential subcontractors to provide equality of opportunity in their employment practices.

Customers and clients will be made aware of the policy, and of their right to fair and equal treatment, irrespective of race, colour, nationality, national or ethnic origins, sexual orientation, gender, religion/belief, disability or age.

Fair and equal treatment will be given to customers and members of the public by all staff. The business will investigate any complaints from staff that they are being harassed by a customer for reasons linked to protected characteristics and take suitable action to prevent further incidents.

The business will take all necessary steps to ensure that employees are legally entitled to work in the UK, making sure that employees from outside the EU have permission to work here by checking the validity of documents and keeping copies of them for two years after the employment has come to an end.

Donovan Construction (South West) Limited aims to pro-actively tackle discrimination and aims to ensure that no individual or group is directly discriminated against for any reason.

ROLE RESPONSIBILITIES

Everyone

All Donovan Construction (South West) Limited employees will take full responsibility for their actions and behaviour regarding equality and diversity within Donovan Construction (South West) Limited. Each individual is liable for their actions, they must ensure that they are always in adherence with this policy and actively welcome different cultures, opinions and views.

Directors

The Directors are committed to equality and diversity (E&D) and are focussed on ensuring that this Policy is implemented and followed in all areas of the business.

Site Managers

Donovan Construction (South West) Limited Site Managers are responsible for ensuring that all employees abide by the equality and diversity guidelines set in this policy and that they are embedded into company culture. They will ensure that all employees are fully aware of this policy and that they understand what it means and what their responsibilities are. Site Managers will ensure that any issues are immediately flagged up and they will release staff for training and attend training as required.

Donovan Construction (South West) Limited Recruitment Procedures

VACANCY ADVERTISING

- Wherever possible, all vacancies will be advertised simultaneously internally and externally.
- Wherever possible, vacancies will be notified to job centres, careers offices, schools and colleges etc.
- All vacancy advertisements will include an appropriate short statement on equal opportunity.

SELECTION AND RECRUITMENT

- Selection criteria (job description and employee specification) will be kept under review to ensure they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.
- Wherever possible, more than one person will be involved in the selection interview and recruitment process.
- Wherever possible, women, minorities and disabled persons will be involved in the short listing and interviewing processes.
- Reasons for selection and rejection of applicants for vacancies must be recorded.

EMPLOYMENT LAW

The Equality Act banning of discrimination in employment covers:

- Applications Forms
- Interview Arrangements
- Proficiency Tests
- Job Offers
- Terms of Employment
- Promotion, Transfer and Training Opportunities
- Work-related benefits
- Dismissal and redundancy

- Pay
- Discipline, grievances and harassment

This policy has the full support of the management/board.



James Johnson
Director

For more information, please contact this person at:
Donovan Construction (South West) Limited
Suite 2A
Lucena House
Shaw Village Centre
Swindon
SN5 5PY

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