

EQUAL OPPORTUNITIES & DIVERSITY POLICY

Grangewood Builders Ltd believes that one ingredient key to running a successful business is the provision of a working environment which retains high quality individuals, while nurturing and supporting the talent and potential of all employees. Discrimination or Harassment against an individual is a barrier to this aim and is totally unacceptable.

Within the framework of the law, Grangewood Builders Ltd will ensure that the workplace is free from unlawful or unfair discrimination on the grounds of age, race, sex, pregnancy and maternity, marriage and civil partnership, gender reassignment, sexual orientation, religion or belief and disability.

Grangewood Builders Ltd policy is to comply with all legislation relating to equality of opportunity and treatment, particularly the following legislation and any subsequent amendments or re-enactments:

- The Equality Act 2010
- Provisions under the Rehabilitation of Offenders Act 1974
- The Human Rights Act 1998

For the purpose of this policy, Grangewood Builders Ltd will follow this definition of discrimination:

- Discrimination can be direct or indirect. Both forms of discrimination must be avoided.
- Direct discrimination occurs when one person is treated less favorably than another on grounds relating to age, race, sex, pregnancy and maternity, marriage and civil partnership, gender reassignment, sexual orientation, religion or belief and disability.
- Indirect discrimination occurs where a requirement is imposed which can be complied with by a smaller proportion of persons of a particular sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, then persons in another group and which is not objectively justifiable in the given situation. Examples include:
 - Seeking job applications only from persons under 27 years of age and with 5 years post graduate experience.
 - Demanding technical qualifications for a job which are not strictly necessary.
 - Sending only full-time employees on training courses.

Our commitments to Equal Opportunities and Diversity are:

- Ensuring that the Company is an equal opportunity employer and is fully committed to a policy of treating all employees and job applicants equally.
- Ensuring that the Company will take all reasonable steps to employ, train and promote employees based on ability, qualifications and experience without regard to age, race, sex, pregnancy and maternity, marriage and civil partnership, gender reassignment, sexual orientation, religion or belief and disability.
- The company will not condone any form of harassment, whether engaged in by employees or by outside third parties who do business with the Company.
- Employees have a duty to co-operate with the company to ensure that this policy is effective in ensuring equal opportunities and in preventing discrimination or harassment. Action will be taken under the Company's disciplinary procedure against any employee who is found to have committed an act of improper or unlawful discrimination, harassment, bullying, or intimidation. Serious breaches of this Equal Opportunities and Diversity at Work Statement will be treated as potential gross misconduct.

- Ensure that employees are aware that they can be held personally liable as well as, or instead of the Company, for any act of unlawful discrimination.
- Ensure that employees draw the attention of their manager to suspected discriminatory acts or practices or suspected cases of harassment. Employees must not victimise or retaliate against an employee who has made allegations or complaints of discrimination or harassment or who has provided information about such discrimination or harassment. Such behaviour will be treated as potential misconduct in accordance with the Company's disciplinary procedure.
- Providing equal opportunities in all aspects of employment from sourcing candidates and selection, recruitment and training of all its employees. This includes terms and conditions of employment, reasons for termination of employment and ensuring that any employment decisions are taken without reference to irrelevant or discriminatory criteria.
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation.
- Fulfilling all our legal obligations under the equality legislation and associated codes of practice.
- Complying with our own equal opportunities policy and associated policies.
- Regarding all breaches of equal opportunity policy as misconduct which could lead to disciplinary proceedings.

To meet our commitments to Implement the Obligations under this Policy, we will:

- Confirm that the Company has appointed Emma Maile (Managing Director) to be responsible for implementing equality of opportunity policies at the most senior level. Therefore, responsibility for ensuring that this policy is upheld shall progress through Directors, Senior Managers and through to individuals in the workplace.
- Communicate this policy to employees, job applicants and relevant others (such as freelance or agency workers) via the induction process and through team workshops for existing staff.
- Ensure that those who are involved in assessing candidates for recruiting and promotion will continue to be trained in non-discriminatory selection techniques.
- Obtain commitments from other persons or organizations such as sub-contractors or agencies that they too will comply with the policy in their dealing with Grangewood Builders Ltd and our workforce.
- Ensure that adequate resources are made available to fulfill the objectives of this policy.

In addition, those who manage staff are responsible for:

- Ensuring that the policy is fairly and consistently applied in all areas under their control.
- Eliminating any unfair practices of which they are aware, whether a complaint has been made or not.
- Promoting an environment in which people feel comfortable in reporting incidents which are causing them concern.
- Reacting quickly to complaints, investigating them objectively and thoroughly and taking any required action promptly.
- Advising HR as soon as a formal complaint has been made.

If any individual, at whatever level within the Company, is found to have breached the provisions of this policy they will be subject to the Company's disciplinary policy on the grounds of potential gross misconduct which may result in dismissal.

Discrimination by or against contractors retained by the Company, or by or against any users of our services, or customers or suppliers of the Company will not be tolerated.

If any employee is unclear as to the provisions of the legislation, or of this policy, or how to deal with any arising problem, they should contact their line manager for guidance.

To meet our commitments around Recruitment, we will:

- Ensure that candidates will be selected and the interviewing process will be conducted fairly, objectively and without unlawful bias.
- Personal and job specifications will be limited to those requirements necessary for the effective performance of the position concerned.
- All recruitment advertisements will be non-discriminatory.

To meet our commitments around Training, we will:

- Ensure that employees will be provided with appropriate training regardless of age, race, sex, pregnancy and maternity, marriage and civil partnership, gender reassignment, sexual orientation, religion or belief and disability.

To meet our commitments around Remuneration, we will:

- Ensure that all salary and remuneration packages will be governed by an individual's ability to do their job and their experience.

To meet our commitments around Promotion, we will:

- Make career progression decisions based on merit and capability only. All employees will be encouraged to discuss their career prospects and training needs with their line manager or the HR department.

To meet our commitments to Remedies against Unlawful Discrimination, we will:

- Make clear that it is the duty of all employees to report, without delay, any acts of unlawful discrimination.
- Ensure that the matter will be investigated by a Director of the Company, or an independent person nominated by them. All parties will be interviewed.
- Ensure that any formal complaints of discrimination will be pursued through the Company's Grievance Procedure.
- Ensure that disciplinary action will be taken against any employee found to have committed a discriminatory act.
- Ensure that, if the complaint is found to have been motivated by malice and without any reasonable belief in its truth, the individual making the complaint may be subject to disciplinary action under the Company's disciplinary procedure.
- Make every effort to ensure that individuals who make complaints will not be victimised. Any complaint of victimization will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.

Harassment

Harassment is defined as any unsolicited and unwelcome comment or action which is found to be objectionable to a person, and which could threaten an employee's job security, or create an intimidating, hostile or offensive working environment. Grangewood will not tolerate any act from any employee which is deemed to constitute any form of harassment.

What one person may find acceptable may cause offence to another.

Grangewood regards the following as examples of actions that could be regarded as harassment, although this should not be regarded as an exhaustive list:

- Sexual or racial banter
- Offensive jokes
- Unnecessary touching or unwanted physical contact
- Bullying or intimidating behaviour, such as demeaning or threatening comments
- Verbal abuse
- Racist graffiti
- Demands for sexual favours/compromising or suggestive invitations
- Physical assault or other aggressive behaviour towards any other individual
- The display of any material or communication that has sexual or racial connotations

Verbal or non-verbal conduct or other behaviour which is directed towards an individual because of their sex, sexual orientation, gender reassignment, marital status, pregnancy and maternity, nationality, race, national origin, religion or belief, political conviction, age or disability.

Any alleged act of harassment will be thoroughly investigated and if substantiated, will result in disciplinary action being taken against the offender, which could include the termination of their employment.

Discrimination or Harassment Procedure

If you are the subject of harassment, your complaint can be made formally or informally, in either case, it will be dealt with promptly.

Informally, you may either speak to your Manager or ask a colleague to speak in confidence on your behalf. They will offer advice and may investigate further. Formally, employees should use the grievance procedure. In the event of the grievance being against your direct Manager, you should make your complaint directly to a Director. Employees must appreciate that the Company may only be able to take formal action if a formal complaint is made.

Employees are assured that allegations of harassment will be dealt with quickly and taken seriously. Under no circumstances should it be feared that an employee will be victimised for making or being involved in a complaint. Victimisation of a complaint is in itself a disciplinary offence.

If you have any queries on this policy, please contact Emma Maile, Managing Director.