



## Equal opportunities / Be Fair policy

### 1 EQUAL OPPORTUNITIES STATEMENT

- 1.1 Hodgson Sayers Limited are committed to promoting equal opportunities and the Be Fair principals of fairness, inclusion & respect throughout the organisation & to our wider stakeholders.
- 1.2 We expect all of our employees to respect & act in accordance with the policy by protecting all persons from discrimination in accordance with The Equality Act 2010.
- 1.3 Ensuring that all individuals receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation ("**Protected Characteristics**").
- 1.4 Hodgson Sayers believe by encouraging diversity & preventing persons being treated less favourably because of a personal characteristic we can assist to improve the image of the construction industry.
- 1.5 In addition we hope to develop creativity & innovation throughout the business with new thinking & fresh ideas, at the same time improving relations in the workplace, our communities & wider society by bringing together a greater skill set, variety of talent with a broader vision & perspective.

### 2 ABOUT THIS POLICY

- 2.1 This policy sets out our approach to equal opportunities and the avoidance of discrimination at work & throughout the business. It applies to all workers including employees, agency workers, temporary workers, consultants, our supply chain & any other third party working on our behalf.
- 2.2 It covers all aspects of employment with us, including recruitment, pay and conditions, training, appraisals, promotion, conduct, disciplinary and grievance procedures, termination of employment.
- 2.3 The Managing Director is responsible for this policy and agrees to conform to and enforce company policy and procedures in this area and will report and take appropriate action where they feel that other members of the workforce or third parties have failed to meet the standards expected of them. The Managing Director is responsible to provide any necessary training on equal opportunities.
- 2.4 This policy does not form part of any employee's contract of employment and we may amend it at any time.

### 3 CONDUCT

- 3.1 You must not unlawfully discriminate against or harass other people including current and former employees, job applicants, clients, customers, suppliers, visitors or members of the public. This applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts or when wearing a work uniform), and on work-related trips, on events including social events where you are deemed to be representing the company.
- 3.2 The following forms of discrimination are prohibited under this policy and are unlawful:
- 3.2.1 **Direct discrimination:** treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they might be gay.
- 3.2.2 **Indirect discrimination:** a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others, and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.
- 3.2.3 **Harassment:** this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our Anti-harassment and Bullying Policy.
- 3.2.4 **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.
- 3.2.5 **Disability discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

### 4 RECRUITMENT, SELECTION & EMPLOYMENT

- 4.1 Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.
- 4.2 Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.
- 4.3 Job applicants should not be asked about health or disability before a job offer is made, except in the very limited circumstances allowed by law: for example, to check that the applicant could perform an intrinsic part of the job (taking account of any reasonable adjustments), or to see if any adjustments might be needed at interview because of a disability. Where necessary, job offers can be made conditional on a satisfactory medical check. Health or disability questions may be included in equal opportunities monitoring forms, which must not be used for selection or decision-making purposes.

- 4.4 Recruitment, promotion and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting should be done by more than one person if possible.
- 4.5 Training will be provided to all employees & workers to allow them to develop & contribute to the organisation.
- 4.6 All employees & workers will be made aware of their responsibility for promoting equality & diversity, fairness, inclusion & respect.

## **5 DISABILITIES**

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can consider what reasonable adjustments or support may be appropriate.

## **6 PART-TIME AND FIXED-TERM WORK**

Part-time and fixed-term employees should be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

## **7 BREACHES OF THIS POLICY**

- 7.1 We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.
- 7.2 If you believe that you have suffered discrimination you can raise the matter through our Grievance Procedure or Anti-harassment and Bullying Policy. Complaints will be treated in confidence and investigated as appropriate.
- 7.3 You must not be victimised or retaliated against for complaining about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.



**John Sayers**  
**Managing Director**

**Date Signed:** 16<sup>th</sup> November 2018  
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