

## **Equality & Diversity Policy**

Our policy is governed by the Equality Act 2010, which makes it unlawful to discriminate directly or indirectly, in recruitment or employment because of a protected characteristic.

These are:

- Age
- Gender and gender reassignment
- Race
- Religion or Belief
- Disability
- Pregnancy and maternity
- Marriage and civil partnership

Furthermore, we are committed to equality of opportunity and to eliminate the direct and indirect discrimination, harassment and victimisation of employees, job applicants, customers. We recognise that discrimination is unacceptable and aim to create and maintain a working environment, terms and conditions and personnel and management practices which ensure that no individual is discriminated.

### **Statement of Policy**

The aim of this policy is to ensure that no one receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, gender, religion or disability or is disadvantaged by any conditions, requirement, provisions, criteria, procedures or practices that cannot be justified on nonracial grounds, or victimised for taking action against racial discrimination or harassment, or instructed or put under pressure to discriminate against or harass someone on racial grounds. This applies not only to employees, but to job applicants, customers, suppliers and members of the public.

### **Recruitment, Selection & Promotion**

All employees will be given equality of opportunity within the company's service and will be encouraged to progress within the organisation. All staff involved in employment procedures will receive training in the application of this policy to ensure they are aware of its contents and provisions. We will ensure that the policy is circulated to any agencies responsible for our recruitment, and a copy of the policy will be made available for all employees and applicants for employment.

We will request a diverse list of candidates from our recruitment consultants and ensure our applicants are drawn from a wider community. All applicants will be treated fairly and will be considered solely on their ability to do the job. Shortlisting and Interviewing will be

carried out by more than one person where possible and interview questions will be related to the requirements of the job and not be of a discriminatory nature.

### **Monitoring & Assessment**

The policy will be communicated to all employees alongside all our company policies and be made available to all people involved with our business. Any person in our business who suffers or believes that they have suffered unlawful discrimination is to report this to their immediate supervisor or any other member of senior management. Should this not be resolved then they can take the matter through our Company Grievance procedure and straight to our managing director. Any employee of CBS Concreting Limited who is in breach of this policy will be taken to disciplinary action as such behaviour will not be tolerated at CBS Concreting Limited. This also includes any employee who is aware of such an issue but fails to report this up the line.

Our Managing Director will ensure our commitment to this policy is heard throughout the business and will continue to update and manage all related responsibility to protecting employees of CBS Concreting Limited.

“All our company policies are reviewed quarterly to ensure that CBS Concreting Limited remains knowledgeable, learned and abreast with the latest industry legislation. We employ highly trained professionals and outsource consultancy where applicable to ensure the highest standard of consultation is received. I personally communicate each policy to all of our members to ensure anyone representing CBS Concreting Limited are well briefed, attentive and working safely.”