

## Equal Opportunities Policy Statement

Askam Civil Engineering Ltd will treat all job applicants and employees fairly and equally, regardless of sex, pregnancy, trans-gender status, sexual orientation, religion or beliefs, marital status, civil partnership status, age or perceived age, race, colour, nationality, national or ethnic origins or disability. This Policy Statement also applies when we are working with our customers, clients and members of the public. Furthermore, Askam will monitor the composition of the workforce to ensure that this policy is effective.

Through this policy and procedure and the training and development of managers and staff, Askam will do all it can to promote good practice in this area in order to eliminate discrimination and harassment so far as is reasonably possible.

1. Askam Civil Engineering Ltd is an equal opportunity employer. Equal opportunity is about good employment practices and efficient use of our most valuable asset, our employees. Every manager and employee have personal responsibility for the implementation of the policy. Any instance of doubt about the application of the policy, or other questions, should be addressed to the Personnel Manager, as should any requests for special training.
2. Askam will not discriminate on grounds of sex, trans-gender status, pregnancy or maternity, sexual orientation, religion or beliefs, marital status, civil partnership status, race, ethnic origin, colour, nationality, national origins, disability or age, or any other grounds (whether prohibited by legislation or otherwise).
3. The policy applies to the process of recruitment and selection, promotion, training, conditions of work, pay and benefits and to every other aspect of employment, including general treatment at work and the processes involved in the termination of employment.
4. Where increased pay and/or enhanced benefits are offered to employees on the basis of length of service, these are intended to reward loyalty, maintain motivation and reflect higher levels of relevant experience.
5. The policy applies to job applicants (both internal and external) and all employees and other workers whether full time, part time, temporary, seasonal or contract.
6. Employees should note that the imposition of any provision, criterion or practice which has a disproportionate adverse impact on someone for a reason related to sex, race, marital status, civil partnership status, religion or belief, sexual orientation, disability or age will be unlawful unless it can be objectively justified. In the event of any query or doubt, the Personnel Manager should be consulted.
7. When establishing criteria for recruitment and promotion into vacant posts, the employer will consider carefully whether any minimum or maximum number of years of relevant experience is necessary for effective performance of the job. Such restrictions will not be imposed unless there is a proper job-based reason why they are necessary.
8. Employees who are disabled or become disabled in the course of their employment should inform Askam about their disability. Management will then arrange to discuss with the employee what reasonable adjustments to his or her job or working conditions or environment might assist him or her in the performance of his or her duties. The employee will also be encouraged to suggest any adjustments that he or she believes would be helpful. Careful consideration will be given to any proposals and, where reasonable and reasonably practicable such adjustments will be made. There may, however, be circumstances where it will not be reasonable or reasonably practicable for the company to accommodate proposals put forward by the employee.

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9. Any member of staff may use the Grievance procedure to complain about discriminatory conduct. If the matter relates to bullying, victimization or harassment of the following protected characteristics under the Equality Act 2010: gender, race, gender reassignment, disability, sexual orientation, maternity or pregnancy, religion or belief or age, then the complaint may be raised directly with the Personnel Manager. Any acts of discrimination against any individual on the basis of the above protected characteristics will be subject to the Company's disciplinary procedure and will be treated as an act of gross misconduct which may result in summary dismissal. Askam is concerned to ensure that staff feel comfortable about raising such complaints. No individual will be penalized for raising such a complaint unless the substance of the complaint is untrue or the complaint is made in bad faith, for example out of malice.
10. Where an employee is falsely accused of discriminatory conduct, then he or she may implement Askam's grievance procedure.
11. Any employee who makes a false accusation of harassment will be subjected to disciplinary action. In serious cases, such behaviour may be deemed to constitute gross misconduct and may result in summary dismissal.
12. All employees and job applicants will be asked to complete a form denoting their sex, race, ethnic origin, age and any disabilities that they have. Askam guarantees that the information provided on this form will be used solely for the purpose of monitoring the effectiveness of its equal opportunities policy.
13. The Personnel Manager will monitor this policy on a regular basis. Where there are issues with the way the policy is working, these will be looked at closely with a view to identifying measures to improve the effectiveness of the policy.



J.D.H. Lowery

Managing Director

3<sup>rd</sup> June 2020