

## Equal Opportunities Policy

Brandwells Construction Company Limited is committed to providing a working environment in which employees are able to realise their full potential and contribute to its business success irrespective of:

- Gender including gender reassignment
- Marital or civil partnership
- Having or not having dependants
- Religious belief or political opinion
- Race (including colour, nationality or ethnic origin)
- Disability
- Sexual Orientation
- Part time status
- Age

This is a key employment value to which all employees are expected to give their support.

In order to create conditions in which this goal can be realised, Brandwells Construction Company Limited is committed to identifying and eliminating unlawful discriminatory practices, procedures and attitudes throughout the company. The Company expects employees to support this commitment and to assist in its realisation in all possible ways.

Brandwells Construction Company Limited is committed to:

- Promoting equality of opportunity for all persons
- Promoting a good harmonious working environment
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment or victimisation
- Fulfilling all legal obligations under the equality legislation and associated codes of practice.
- Complying with our own equal opportunities policy and associated policies
- Taking lawful affirmative or positive action, where appropriate
- Regarding all breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings

### Implementation

Each director and manager has responsibilities for the effective implementation of this policy and ensuring all staff abide by the policy and help create an equality environment.

In order to implement this policy, Brandwells Construction Company Limited will ensure that:

- The policy is communicated to all employees, through induction training, displays on notice boards, Health & Safety files etc.
- Senior managers and line managers are aware of their responsibilities.
- Commitment is obtained from other persons or organisations such as self employed service providers and subcontractors that they will comply with the policy in their dealings with our organisation, staff and trainees.

### Harassment

Harassment is physical, verbal or non-verbal behaviour which is unwanted and personally offensive to the recipient, and which causes the recipient to feel threatened, humiliated, intimidated, patronised, denigrated, bullied, distressed or harassed.

## **The way in which Complaints of Unlawful Discrimination and Harassment will be handled**

Discrimination and harassment are often complex matters, and there is no single way of dealing with every suspected or alleged instance. In some cases, employees may be able to deal satisfactorily with an issue by raising it with their immediate manager.

If an employee wishes to make a formal complaint he or she should use the Company's Grievance Procedure which is set out in the Employee Handbook.

Brandwells Construction Company Limited will treat seriously all allegations of unlawful discrimination or harassment.

### **If an Employee is Accused of Unlawful Discrimination or Harassment**

If an employee is accused of unlawful discrimination or harassment, Brandwells Construction Company Limited will investigate the matter fully.

In the course of the investigation the employee will be given the opportunity to respond to the allegation and provide an explanation of his or her actions.

If Brandwells Construction Company Limited concludes that no unlawful discrimination or harassment has occurred, this will be the end of the matter.

If Brandwells Construction Company Limited concludes that the claim is false or malicious the complainant may be subject to disciplinary action.

If on the other hand Brandwells Construction Company Limited concludes that the employee's actions amount to unlawful discrimination or harassment he or she may be subject to disciplinary action, up to and including summary dismissal for gross misconduct.

### **Monitoring**

Brandwells Construction Company Limited will not tolerate unlawful discrimination or harassment of any kind in the working environment and will take positive action to prevent its occurrence.

In this connection Brandwells Construction Company Limited will monitor its policies and will implement any changes in order to improve them as social attitudes and legislation change. This commitment applies to all the Company's employment policies and procedures, not just those specifically concerned with equal opportunities.

Signed



Chris Dowden  
Managing Director  
Date 19/11/2019