



# EQUALITY, DIVERSITY & INCLUSION POLICY

We the Directors of SDC Builders Limited are committed to providing equal opportunities as well as creating an environment which is non-discriminatory in any way. We recognise that discrimination is unacceptable including any form of victimisation. Indeed, it is in the interests of the Company and its employees to utilise the skills of the total workforce. It is the aim of the Company to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race including colour, nationality, ethnic or national origin, religion or belief, sex, or sexual orientation (the *protected characteristics*).

Our aim is that our employees will be truly representative of all sections of society with each individual feeling respected and able to deliver their tasks unincumbered by prejudice.

We strongly oppose all forms of unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality, fairness, and respect for all in our employment regardless of their terms of contract.

Selection for employment, promotion, training, or any other matter will be purely on the basis of aptitude and ability. All employees will be positively encouraged to develop to their full potential. So far as it is practicable the talents of every employee will be fully utilised to the benefit of both the individual and the organisation.

Our staff will not discriminate directly or indirectly or harass customers or clients on account of age, disability, gender / gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation in the provision of the Company's goods and services.

This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of the Equality Act 2010, any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, or any other statutory bodies.

## **OUR COMMITMENT**

- To create an environment in which individual differences are recognised and the respective contributions of all our staff is rewarded.
- To encourage equality, diversity and inclusion among the workforce.
- To provide a working environment that promotes dignity and respect to all. No form of intimidation, bullying, harassment, victimisation, or discrimination will be tolerated.
- To ensure training, development and progression opportunities are available to all staff.
- To promote equality in the workplace.
- To regularly review all our employment practices and procedures to ensure fairness whilst incorporating any updates necessary to take account of changes in the law.
- To regard any breaches of this policy as misconduct which could lead to disciplinary proceedings.

This policy is fully supported by senior management

## **RESPONSIBILITIES OF MANAGEMENT**

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Managing Director. Directors and Managers will ensure that they and their staff operate within this policy and arrangements, taking all reasonable and practical steps to avoid discrimination. Each manager will ensure that:

- all their staff are aware of this policy and the arrangements needed for compliance.
- grievances concerning discrimination are dealt with properly, fairly, and as quickly as possible in accordance with the Company Grievance Procedure.



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- appropriate records are maintained of any issues covered by this policy.

The Human Resources department will be responsible for monitoring the operation of the policy in respect of employees and job applicants.

## **RESPONSIBILITIES OF STAFF**

Responsibility for ensuring that there are no instances of discrimination rests with all staff and their attitudes are crucial to the successful operation of fair employment practices. In particular all members of staff should:

- Comply with the policy and arrangements.
- Not discriminate in their activities or induce others to do so.
- Not victimise, bully, harass or intimidate other staff or groups who have, or are perceived to have any of the protected characteristics.
- Ensure that no individual is discriminated against or harassed because of their association with another individual who has any of the protected characteristics.
- Inform their manager if they become aware of any discriminatory practice.

## **THIRD PARTIES**

Third-party harassment occurs where a Company employee is harassed, and the harassment is related to a protected characteristic, by third parties such as clients or customers. SDC will not tolerate such actions against its staff, and the employee concerned should inform their manager / supervisor at once if this has occurred. SDC will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

## **RIGHTS OF DISABLED PEOPLE**

The Company attaches particular importance to the needs of disabled people. Under the terms of this policy, managers are required to:

- Make reasonable changes in order to maintain the services of an employee who becomes disabled, including training, provision of special equipment, reduced working hours. (NB: managers are expected to seek advice on the availability of support and guidance from external agencies to maintain disabled people in employment).
- Include disabled people in training / development programmes.
- Give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to carry out their duties.

## **MONITORING**

- The Company deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation as a whole.
- We will maintain information on staff who have been involved in certain key procedures: Disciplinary and Grievance.
- Where appropriate, equality impact assessments will be carried out on the results of monitoring to ascertain the effect that the Company policies and our services / products may have on those who are affected by them.
- The information collected for monitoring purposes will be treated as confidential and will not be used for any other purpose.



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- If monitoring shows that the Company, or areas within it, are not representative of society, whether in recruitment or employment, or that sections of our workforce are not progressing appropriately within the Company, then an action plan will be developed to address these issues. This will include a review of recruitment and selection procedures, company policies and practices.

### **GRIEVANCES / DISCIPLINE**

Employees have a right to pursue a complaint concerning discrimination or victimisation via the Company Grievance Procedure.

Discrimination and victimisation will be treated as disciplinary offences and will be dealt with under the Company Disciplinary Procedure.

### **REVIEW**

The effectiveness of this policy and associated arrangements will be reviewed annually under the supervision of the Managing Director.

Signed:

**Francis Shiner**  
Chairman

Signed:

**Adam Knaggs**  
Managing Director

Signed:

**Andrew Mitchell**  
Finance Director

Signed:

**Gary Wykes**  
Director

Signed:

**Dan Changer**  
Director

Signed:

**Andrew Shiner**  
Director

Signed:

**Carl Bennett**  
Director

Date: **November 2023**

Next Review Date: **November 2024**