

# EQUAL OPPORTUNITIES POLICY

**Date of Implementation:** February 2026

**Policy Owner:** Jon Tilsley, Managing Director

## 1. Policy Statement

**Tilsley Groundworks Limited** is committed to encouraging equality, diversity, and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and for each employee to feel respected and able to give their best. We are committed to providing equality and fairness for all in our employment and not to provide less favorable facilities or treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, color, nationality, national origin, religion or belief, or sex and sexual orientation.

## 2. Scope

This policy applies to all direct employees, agency workers, sub-contractors, and job applicants. It covers all aspects of employment including:

- Recruitment and selection
- Terms and conditions of employment
- Training and development
- Promotion and career progression
- Termination of employment

## 3. Responsibilities

- **The Managing Director** has overall responsibility for the effective operation of this policy and for ensuring compliance with the Equality Act 2010.
- **\*\* The Board of Directors\*\*** is responsible for the day-to-day management and implementation of this policy, ensuring that all managers and site foremen understand their legal and ethical obligations.

- **All Employees** are responsible for treating colleagues and partners with dignity and respect.

#### **4. Recruitment and Selection**

Tilsley Groundworks Limited recruits based on **merit, ability, and technical competence**.

##### **Advertising**

Job vacancies will be advertised to a diverse audience through a variety of channels, including our website, local Job Centres, and word of mouth. We aim to reach the widest possible pool of talent within Staffordshire and the West Midlands.

##### **Selection Process**

Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability.

- We utilize a **standardized interview process** for all candidates.
- Questions are strictly focused on previous experience, technical knowledge, and safety competence relevant to the role.
- We do not discriminate based on geography; the best person for the job will be hired regardless of their postcode, provided they can travel to the site or depot reliably.

#### **5. Disability and Reasonable Adjustments**

We recognize our duty to make reasonable adjustments for disabled employees and applicants.

##### **Office & Depot Staff**

Where an employee has a disability, we will make every reasonable effort to adjust the workplace or working arrangements to ensure they are not at a substantial disadvantage compared to non-disabled colleagues.

##### **Site Operations (Safety Critical)**

Construction sites and the operation of heavy plant machinery are safety-critical environments. While we are committed to inclusivity, the health and safety of our workforce and the public is paramount. We will consider reasonable adjustments where safety allows; however, certain roles requiring high levels of physical mobility or

visual/auditory acuity may have inherent safety requirements that cannot be adjusted. Decisions will be made on a case-by-case basis following a risk assessment.

## **6. Harassment and Bullying**

Tilsley Groundworks Limited operates a **zero-tolerance policy** towards harassment, bullying, and victimization.

Harassment is defined as unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment.

**Gross Misconduct:** Any employee found to have harassed, bullied, or discriminated against a colleague, client, or member of the public will be subject to disciplinary action. Serious offenses will be treated as **Gross Misconduct** and will be liable for summary dismissal.

## **7. Grievance Procedure**

If an employee believes they have been subject to discrimination or harassment, they should raise the matter informally with their **Line Manager** in the first instance.

If the matter cannot be resolved informally, or if the grievance is against the Line Manager, the employee should report the issue directly to a **Director**. All complaints will be treated in strict confidence and investigated impartially.

## **8. Monitoring and Review**

While we do not currently utilize formal statistical monitoring of our workforce composition, the Directors will review this policy annually to ensure it remains effective and compliant with current legislation.

**Signed:**

**Jon Tilsley Managing Director Tilsley Groundworks Limited**