

ACUITY BUILD GROUP

EQUALITY, DIVERSITY & INCLUSION POLICY

Document Reference: ABG-CORP-EDI-001

Version: 1.0

1. POLICY STATEMENT

Acuity Build Group is committed to promoting equality, diversity and inclusion throughout our business.

We are committed to providing a working environment in which all individuals are treated fairly, with dignity and respect.

Acuity Build Group will not tolerate unlawful discrimination, harassment, bullying or victimisation.

Employment decisions will be based on relevant skills, experience, competence, qualifications and business requirements.

We aim to create an inclusive working environment where individuals are respected and provided with fair opportunities to develop and contribute to the success of the business.

2. PURPOSE

The purpose of this policy is to:

- Promote equality of opportunity.
 - Encourage diversity and inclusion.
 - Prevent unlawful discrimination.
 - Prevent harassment and victimisation.
 - Promote dignity and respect.
 - Ensure fair recruitment and employment practices.
 - Encourage an inclusive workplace culture.
 - Establish procedures for reporting concerns.
 - Ensure equality considerations are included in company decision-making where appropriate.
-

3. SCOPE

This policy applies to:

- Directors.

- Employees.
- Job applicants.
- Agency workers.
- Temporary workers.
- Apprentices.
- Consultants.
- Subcontractors.
- Persons working on behalf of Acuity Build Group.

The principles of this policy apply to all areas of employment and work activities, including:

- Recruitment.
- Selection.
- Pay and benefits.
- Training.
- Development.
- Promotion.
- Performance management.
- Discipline.
- Grievances.
- Redundancy.
- Termination of employment.
- Site allocation.
- Working arrangements.

Acuity Build Group also expects suppliers, subcontractors and business partners to promote fair and respectful working practices.

4. EQUALITY LEGISLATION

Acuity Build Group will operate in accordance with applicable equality legislation, including the Equality Act 2010.

The protected characteristics under the Equality Act 2010 are:

- Age.
- Disability.
- Gender reassignment.

- Marriage and civil partnership.
- Pregnancy and maternity.
- Race.
- Religion or belief.
- Sex.
- Sexual orientation.

Acuity Build Group will not unlawfully discriminate against an individual because of a protected characteristic.

5. EQUALITY

Equality means promoting fair opportunities and ensuring individuals are not unlawfully disadvantaged or discriminated against.

Acuity Build Group recognises that treating everyone fairly does not always mean treating every individual in exactly the same way.

Different circumstances and needs may require appropriate adjustments or support.

Employment decisions must be fair, reasonable and based on legitimate business considerations.

6. DIVERSITY

Acuity Build Group values the different skills, experiences, backgrounds and perspectives individuals bring to the workplace.

We recognise that a diverse workforce can:

- Improve decision-making.
- Encourage different perspectives.
- Support innovation.
- Improve workplace culture.
- Strengthen relationships with clients and communities.
- Help attract and retain skilled people.

All employees are expected to respect individual differences.

7. INCLUSION

Acuity Build Group aims to create a working environment where individuals feel respected, included and able to contribute.

We will seek to:

- Encourage respectful communication.
 - Listen to employee concerns.
 - Remove unnecessary barriers.
 - Promote fair access to opportunities.
 - Address inappropriate workplace behaviour.
 - Encourage teamwork.
 - Support reasonable workplace adjustments.
-

8. FORMS OF DISCRIMINATION

DIRECT DISCRIMINATION

Direct discrimination may occur where a person is treated less favourably because of a protected characteristic.

Acuity Build Group will not tolerate unlawful direct discrimination.

INDIRECT DISCRIMINATION

Indirect discrimination may occur where a provision, criterion or practice applies to everyone but places persons sharing a protected characteristic at a particular disadvantage.

Company policies, procedures and working practices should be reviewed where concerns regarding indirect discrimination are identified.

DISCRIMINATION BY ASSOCIATION

An individual may experience discrimination because of their association with another person who has a protected characteristic.

Such unlawful discrimination will not be tolerated.

DISCRIMINATION BY PERCEPTION

An individual may experience discrimination because another person believes they have a particular protected characteristic.

Such unlawful discrimination will not be tolerated.

9. HARASSMENT

Acuity Build Group will not tolerate unlawful harassment.

Harassment may include unwanted conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.

Examples of inappropriate behaviour may include:

- Offensive jokes.
- Insults.
- Name calling.
- Derogatory comments.
- Offensive images.
- Unwanted physical behaviour.
- Inappropriate messages.
- Deliberate exclusion.
- Mocking an individual's characteristics.
- Threatening behaviour.
- Repeated inappropriate comments.

Behaviour described as "banter" may still be inappropriate or unlawful.

All employees and operatives must maintain professional and respectful standards of behaviour.

10. SEXUAL HARASSMENT

Sexual harassment will not be tolerated.

Sexual harassment may include unwanted conduct of a sexual nature.

Examples may include:

- Sexual comments.
- Sexual jokes.
- Unwanted touching.
- Inappropriate sexual messages.
- Displaying sexual material.
- Repeated unwanted invitations.
- Comments regarding a person's body or appearance.
- Sexual gestures.
- Sharing inappropriate images.

Any allegation of sexual harassment will be taken seriously and handled appropriately.

11. VICTIMISATION

Acuity Build Group will not tolerate victimisation.

No individual should be treated unfairly because they:

- Raised a discrimination concern.
- Made a complaint.
- Supported another person's complaint.
- Provided evidence.
- Participated in an investigation.
- Raised concerns regarding equality practices.

Concerns regarding victimisation must be reported immediately.

12. BULLYING

Bullying is not acceptable within Acuity Build Group.

Bullying may include:

- Threatening behaviour.
- Intimidation.
- Humiliation.
- Persistent unreasonable criticism.
- Verbal abuse.
- Deliberate isolation.
- Abuse of authority.
- Aggressive communication.
- Spreading malicious rumours.

Bullying may occur:

- Face to face.
- By telephone.
- By email.
- Through messaging applications.
- Through social media.

All employees are expected to treat colleagues and others with dignity and respect.

13. RECRUITMENT AND SELECTION

Acuity Build Group is committed to fair recruitment and selection.

Recruitment decisions will be based on factors relevant to the role, which may include:

- Skills.
- Experience.
- Qualifications.
- Competence.
- Training.
- Ability to perform the role.
- Legitimate business requirements.

Job advertisements should use appropriate and inclusive language.

Selection criteria should be relevant to the position.

Interview questions must be appropriate and relevant to the role.

Recruitment decisions must not be based on unlawful discriminatory factors.

14. TRAINING AND DEVELOPMENT

Employees should have fair access to appropriate training and development opportunities.

Training decisions will be based on:

- Job requirements.
- Skills needs.
- Competence.
- Performance.
- Development requirements.
- Business needs.

Training opportunities must not be unlawfully restricted because of a protected characteristic.

15. PROMOTION AND CAREER DEVELOPMENT

Promotion decisions will be based on fair and relevant criteria.

These may include:

- Skills.
- Competence.

- Experience.
- Performance.
- Qualifications.
- Ability to meet the requirements of the role.

Acuity Build Group will seek to provide fair access to career development opportunities.

16. PAY AND BENEFITS

Acuity Build Group is committed to fair pay practices.

Pay and benefits decisions will be based on legitimate factors which may include:

- Job role.
- Responsibility.
- Skills.
- Experience.
- Performance.
- Market conditions.
- Contractual arrangements.

Pay decisions must not be based on unlawful discriminatory considerations.

17. DISABILITY AND REASONABLE ADJUSTMENTS

Acuity Build Group recognises its responsibilities towards disabled employees and job applicants.

Where appropriate, reasonable adjustments will be considered to remove or reduce substantial disadvantages.

Adjustments may include:

- Changes to working arrangements.
- Changes to working hours.
- Adjustments to duties.
- Specialist equipment.
- Workplace modifications.
- Additional support.
- Adjustments to recruitment processes.
- Changes to communication methods.

Each request will be considered based on the individual circumstances.

Employees are encouraged to discuss workplace adjustment requirements with management.

Information regarding an individual's disability or health must be handled appropriately and confidentially.

18. PREGNANCY AND MATERNITY

Acuity Build Group will not unlawfully discriminate against an employee because of pregnancy or maternity.

Suitable health and safety assessments will be completed where required.

Working arrangements and identified workplace risks will be reviewed appropriately.

Employees should inform management of pregnancy in accordance with applicable company procedures so suitable workplace arrangements can be considered.

19. RELIGION OR BELIEF

Acuity Build Group respects different religions, beliefs and the absence of religious belief.

Reasonable requests relating to religious observance will be considered where appropriate.

Consideration may include:

- Working arrangements.
- Leave requests.
- Religious dress.
- Prayer requirements.
- Dietary considerations.

Requests will be considered alongside health and safety, operational and legitimate business requirements.

20. CONSTRUCTION SITE STANDARDS

All persons working on Acuity Build Group projects must maintain professional and respectful standards.

The following behaviour is prohibited:

- Discriminatory language.
- Racist comments.
- Sexist comments.
- Homophobic comments.

- Harassment.
- Sexual harassment.
- Bullying.
- Threatening behaviour.
- Offensive graffiti.
- Displaying offensive material.
- Targeting individuals because of personal characteristics.

Site "banter" is not an excuse for discriminatory or offensive behaviour.

Site managers and supervisors must address inappropriate behaviour.

Serious incidents may result in immediate removal from site pending investigation.

21. CLIENTS, SUPPLIERS AND SUBCONTRACTORS

Acuity Build Group expects clients, suppliers and subcontractors to interact with our workforce professionally and respectfully.

We reserve the right to raise concerns regarding discriminatory, harassing or abusive behaviour by third parties.

Subcontractors working on Acuity Build Group projects are expected to:

- Comply with applicable equality legislation.
- Treat individuals fairly.
- Prevent inappropriate workplace behaviour.
- Investigate reported concerns.
- Cooperate with Acuity Build Group investigations where appropriate.

Serious or repeated breaches may result in contractual arrangements being reviewed.

22. REPORTING A CONCERN

Any individual who believes they have experienced or witnessed discrimination, harassment, bullying or victimisation should report the concern.

Concerns may be raised with:

Line Manager / Supervisor: _____

Company Director / Manager: _____

Designated Equality Contact: _____

Contact Details: _____

Concerns may initially be raised informally where appropriate.

Serious concerns should be reported formally.

Individuals should provide as much information as reasonably possible, including:

- What happened.
- Date and time.
- Location.
- Persons involved.
- Witnesses.
- Relevant messages or documents.

No person should be discouraged from raising a genuine concern.

23. COMPLAINT AND INVESTIGATION PROCEDURE

Where a complaint is received, Acuity Build Group will take appropriate steps to review and investigate the matter.

The procedure may include:

STEP 1 – RECORD THE CONCERN

The concern will be recorded and referred to an appropriate person.

STEP 2 – INITIAL REVIEW

The seriousness of the allegation and any immediate risks will be assessed.

Interim measures may be considered where appropriate.

STEP 3 – INVESTIGATION

The investigation may include:

- Meeting with the person raising the concern.
- Meeting with the person complained about.
- Obtaining witness statements.
- Reviewing emails or messages.
- Reviewing relevant documents.
- Reviewing site records.

STEP 4 – FINDINGS

The available evidence will be reviewed.

Findings will be documented appropriately.

STEP 5 – ACTION

Appropriate action may include:

- No further action.
- Informal resolution.
- Mediation where appropriate.
- Additional training.
- Management instruction.
- Disciplinary action.
- Removal from site.
- Review of contractual arrangements.

STEP 6 – REVIEW

Policies, procedures, training and workplace controls may be reviewed following an investigation.

24. CONFIDENTIALITY

Equality and diversity concerns will be handled as confidentially as reasonably possible.

Information will only be shared where there is a legitimate reason.

Absolute confidentiality cannot always be guaranteed where an investigation or legal obligation requires information to be disclosed.

All persons involved in an investigation are expected to respect confidentiality.

25. MALICIOUS COMPLAINTS

Acuity Build Group encourages genuine concerns to be raised.

A complaint made in good faith will not result in disciplinary action simply because it is not upheld.

Deliberately false or malicious allegations may be investigated and may result in disciplinary action.

26. DISCIPLINARY ACTION

Discrimination, harassment, sexual harassment, bullying or victimisation may be treated as a disciplinary matter.

Serious conduct may be considered gross misconduct.

Possible action may include:

- Formal warning.
- Final written warning.
- Dismissal.
- Removal from site.
- Termination of subcontractor arrangements.

The action taken will depend on the circumstances and applicable company procedures.

27. TRAINING AND AWARENESS

Acuity Build Group will provide appropriate equality, diversity and inclusion information and training.

Training and awareness may include:

- Equality legislation.
- Protected characteristics.
- Discrimination.
- Harassment.
- Sexual harassment.
- Workplace behaviour.
- Site conduct.
- Reporting concerns.
- Management responsibilities.

Equality and diversity requirements may be communicated through:

- Company induction.
 - Site induction.
 - Toolbox talks.
 - Management briefings.
 - Company policies.
 - Specific training.
-

28. MANAGEMENT RESPONSIBILITIES

Directors, managers and supervisors must:

- Promote this policy.

- Lead by example.
- Treat individuals fairly.
- Challenge inappropriate behaviour.
- Take complaints seriously.
- Report serious concerns.
- Maintain confidentiality.
- Cooperate with investigations.
- Avoid victimisation.
- Consider reasonable adjustments where required.

Managers must not ignore discriminatory or inappropriate workplace behaviour.

29. EMPLOYEE RESPONSIBILITIES

All employees and persons working on behalf of Acuity Build Group must:

- Treat others with dignity and respect.
- Follow this policy.
- Avoid discriminatory behaviour.
- Avoid harassment and bullying.
- Report serious concerns.
- Cooperate with investigations.
- Respect confidentiality.

Every individual has a role in creating a professional and inclusive workplace.

30. MONITORING

Acuity Build Group may monitor the effectiveness of this policy through:

- Complaints and concerns raised.
- Grievance records.
- Disciplinary records.
- Employee feedback.
- Training records.
- Recruitment practices.
- Site observations.

- Management reviews.

Any equality monitoring information collected will be handled appropriately and in accordance with data protection requirements.

31. POLICY REVIEW

This policy will be reviewed periodically and following:

- Changes to equality legislation.
 - Significant changes to company activities.
 - Serious equality-related complaints.
 - Identified workplace concerns.
 - Changes to relevant guidance.
-

POLICY APPROVAL

Company: Acuity Build Group

Name: _____

Position: _____

Signature: _____

Date: _____

Next Review Date: _____

ACUITY BUILD GROUP

EQUALITY, DIVERSITY & INCLUSION POLICY

FAIRNESS – RESPECT – OPPORTUNITY – INCLUSION