



**EQUAL OPPORTUNITIES
& DIVERSITY**
POLICY

EQUAL OPPORTUNITIES & DIVERSITY POLICY

(a) This sets out the Company's policy on equal opportunities. Beton Bauen Ltd is committed to a policy of treating all its employees, job applicants, clients, customers and suppliers equally.

(b) There should be no unlawful discrimination on account of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. These are known as protected characteristics under the legislation.

(c) Discrimination can take the form of a number of possibilities:

▶ Direct Discrimination – where someone is treated less favourably than another person because of a protected characteristic.

▶ Indirect Discrimination – where a rule or a policy that applies to everyone within the organisation can disadvantage people with a particular Protected Characteristic unless that required characteristic can be justified by showing that it was a reasonable characteristic to enable you to manage your business, i.e. that it is 'a proportionate means of achieving a legitimate aim'.

▶ Associative discrimination – where direct discrimination takes place against a person because they associate with someone who has a Protected Characteristic e.g. where an employee is discriminated against due to her being a carer of her disabled son.

▶ Discrimination by Perception – where direct discrimination takes place against someone because others think they possess

▶ Protected Characteristic, whether they do or not e.g. where an employee is discriminated against because he is thought to be gay even though he is not.

(d) Beton Bauen Ltd will appoint, train, develop, reward and promote on the basis of merit and ability.

(e) All employees have personal responsibility for the practical application of the Company's equal opportunities policy, which extends to the treatment of job applicants, employees, clients, customers, suppliers and visitors.

(f) Special responsibility for the practicable application of the Company's equal opportunities policy falls upon directors, Managers and supervisors involved in the recruitment, selection, promotion and training of employees.

(g) The Company's grievance procedure is available to any employee who believes that he or she may have been unfairly discriminated against. The harassment complaints procedure set out in this policy is available to any employee who believes that he or she may have been harassed. Employees will not be victimised in any way for making such a complaint in good faith. Complaints of this nature will be dealt with seriously, in confidence and as soon as possible.

(h) Disciplinary action will be taken against any employee who is found to have committed an act of unlawful discrimination. Serious breaches of this policy and serious incidents of harassment will be treated as gross misconduct. Allegations of discrimination which are not

(i) made in good faith will also be considered as a disciplinary matter. Confidential records of ongoing matters dealt with in accordance with this policy will be kept.

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(j) In the case of any doubt or concern about the application of this policy in any particular instance, consult a Manager.

(k) The Company will keep under review its policy, procedures and practices on equal opportunities.

Equal Opportunities Code of Practice

(j) Beton Bauen Ltd has introduced this equal opportunities policy as a commitment to make full use of the talents and resource of all its employees and to provide a healthy environment which will encourage good and productive working operations within the organisation. This code of practice describes how the policy is to be applied throughout the Company.

(k) The Company is particularly concerned that equality of opportunity is maintained in the following areas:

- ▶ recruitment and selection;
- ▶ promotion, transfer and training;
- ▶ terms of employment, benefits, facilities and services;
- ▶ grievances and disciplinary procedures;
- ▶ dismissals and redundancies.

Signed:



Position: Managing Director

Date: 06/01/2022