

Claret Civil Engineering Ltd is committed to a policy of treating all its employees and job applicants equally. No employee, part-time employee or potential employee shall receive less favourable treatment or consideration on the grounds of race, colour, religion or belief, nationality, ethnic origin, sex, sexual orientation, gender reassignment, pregnancy or maternity, age, disability, marital status or sexual preference partner or will be disadvantaged by any conditions of employment or Company requirements.

Claret Civil Engineering Ltd recognises and values the diversity that those working with us can bring, and are committed to working with diverse sections within the broader community. Our aim is to deliver our services in a fair and equitable manner, and believe that our performance is enhanced when the composition of our workforce reflects the communities with whom we work.

Claret Civil Engineering Ltd will regularly review its recruitment, training and promotion practices to ensure that equal opportunity principals are applied and that no employee is unfairly disadvantaged by conditions or requirements that cannot be justified.

## Principles

We abide by the law and codes of practice on equal opportunities, disability discrimination, racial equality and human rights.

Direct Discrimination – occurs when a person or group is treated less favourable than others.

Indirect Discrimination – occurs when a condition or requirement is imposed which, although applied equally to all individuals or groups, is such that;

- The proportion of persons of a group who can comply with it is significantly smaller than the proportion of persons not of that group.
- The employer cannot show it as being justifiable based upon the needs of the business and/or job.
- It is to the detriment of the individuals concerned because they cannot reasonably comply with it.

## Responsibilities

Supervisors/Managers – ensure that all staff are aware of the policy and the reasons for the policy, ensure that grievances concerning discrimination are dealt with properly, fairly and as quickly as possible and to maintain proper records.

Employees – comply with the policy and arrangements, not discriminate in day to day activities or induce other to do so, not victimise, harass or intimidate other staff or groups on the grounds stated in the policy and inform their Supervisor/Manager if they become aware of any discriminatory practice.

All employees are instructed that:

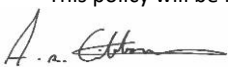
- There should be no discrimination on account of race, colour, religion or belief, nationality, ethnic origin, sex, sexual orientation, gender reassignment, pregnancy or maternity, age, disability, marital status or sexual preference partner.
- Claret Civil Engineering Ltd will appoint, train, develop and promote on the basis of merit, skills and ability.
- All employees have personal responsibility for the practical application of the Company's Equal Opportunities Policy.
- The Company's Grievance and Harassment Procedure is available to any employee who believes that he or she may have been unfairly discriminated against.
- Disciplinary action will be taken against any employee who is found to have committed an act of unlawful discrimination. Serious breaches of the policy will be treated as Gross Misconduct.

Claret Civil Engineering Ltd, in carrying out our operations, is committed to leading the industry in minimising the impact of our activities upon the environment. The company recognises that effective management and the allocation of the correct resources for our environment makes excellent business sense and will be fundamental and an integral part of our business strategy.

To ensure that we achieve these standards, procedures will be implemented to include the following:

- Awareness of how our activities impact upon the environment and minimisation of the adverse effects by employing suitable techniques, not entailing excessive cost, through a policy of improvement within the workplace, control of pollution and care for the local environment
- Meet or exceed all the environmental legislation that relates to the company and possible influence on future legislation
- Conserving the use of resources, particularly those which are scarce or non-renewable, including the following:
- To avoid waste and encourage conservation, reduce, re-use and recycling, e.g. chipping, composting and waste disposal management etc.
- To preserve, restore and enhance the built and natural heritage
- To encourage the sustainable use of land based resources and certified timber and wood products
- To reduce air, land and water pollution
- Sensitivity to the environmental concerns of our neighbours and the communities through which we operate and responding to them
- Adopting environmental objectives to continually improve our environmental performance and monitor progress in their achievement
- Actively promote an environmental initiative both internally and amongst our customers and suppliers
- Communicating this policy to our staff, suppliers, customers, members of the public and seeking their support in its implementation

This policy will be reviewed on an annual basis or as required by changes of legislation, new work practices or procedures.



Mr A R Gibbons  
Managing Director

17<sup>th</sup> April 2023