



Equality and Diversity – Policy and Procedure

NOTE: This policy supersedes all previous policies relating to Equality and Diversity

Equality and Diversity	Owner: HR Manager	Uncontrolled when printed
Revision 2 - November 2020	Authorised: Managing Director	

1.0 Purpose

At Cleveland Bridge UK Ltd we are committed to the ongoing development of a sustainable and profitable business.

A key element of this is the development of a diverse workforce operating at all levels of the business. Cleveland Bridge UK Ltd promotes a positive attitude to diversity, equality and inclusion within the company.

We believe that it is important that the composition of our workforce is representative of the community in which we do business.

We will rise to the challenge of making Cleveland Bridge UK Ltd a place where diversity of background and thinking is both welcomed and valued.

2.0 Persons Affected

This policy applies to all employees, which for the purposes of this policy, include individuals working at all levels within Cleveland Bridge UK Ltd (whether permanent, fixed or temporary), consultants, trainees and seconded staff; and whether working onsite at Darlington or on another site carrying out work on behalf of Cleveland Bridge UK Ltd.

3.0 Principles

All employees and workers will be treated consistently and fairly in line with this policy. Rules will be strictly enforced.

4.0 Responsibilities

This Equality and Diversity Policy is led by Cleveland Bridge UK Ltd.'s Directors with full support from Cleveland Bridge UK Ltd.'s Management team.

The HR Department will be responsible for the implementation of the Policy and will formally review it at least once a year.

As part of this Equality and Diversity policy every employee has the following responsibilities to:

- Familiarise themselves with this policy and undertake any training provided by CBUK focused on increasing their awareness of diversity, equality and inclusion.
- Treat everyone with respect and courtesy, whether a colleague or external contact.
- Not make comments, or take actions, that could be perceived as discriminatory, harassing, victimising, bullying, or disrespectful even if they are not made with that intention. For example, banter with a colleague that is not seen by that colleague as unwelcome but could be offensive to an observer.
- Respectfully challenge colleagues, and other people at work, whose behaviour could be unwelcome or unacceptable, whether to themselves or to someone else.
- Co-operate with management in eliminating any discriminatory practices that may be identified at any work group level.
- Feel able to instigate a complaint under the Company's grievance procedure if an employee believes he or she has received less favourable treatment because of a protected personal characteristic.

In addition, any employee who has line management responsibility must also identify and deal with any instances of unfair treatment within their areas of responsibility quickly and sensitively, in accordance with existing disciplinary procedures and notify their Senior Manager.

5.0 Outcomes

The Management team is fully committed to this policy and through its implementation we will achieve the following outcomes:

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5.1 Respect for Everyone

We are committed to treat people with respect and courtesy, no matter what their background or personal characteristics. This includes:

- All employees and workers
- Trade contractors and their employees
- Our suppliers
- Our clients and their representatives
- People in the communities and localities in which we operate; and
- Anyone else who has contact with CBUK.

Everyone has the right to work without fear of bullying, harassment and victimisation.

5.2 Open Recruitment

All employment opportunities are publicised in an open manner that is appropriate to the location and role requirements. Our aim is to ensure that the widest possible group of suitable applicants are aware of opportunities to work at CBUK. This will maximise our chances of recruiting the best possible talent from all sections of the communities in which we operate. We will look to actively communicate potential employment opportunities to groups who are currently underrepresented within the workforce.

5.3 Recognition of Value of Diversity

We recognise that diversity is a positive attribute and understands and welcomes the differences and benefits that a diverse workforce brings.

5.4 Importance of Merit

All selection and promotion decisions should be based on identifying the best possible candidate using fair, unbiased and objective criteria.

CBUK should be a truly inclusive place to work for everyone. Everyone who works for CBUK Ltd will have an equal opportunity to contribute.

We engage and develop our own Supply Chain so it is in itself diverse in regard to its employees and stakeholders. This will manifest itself in different ways according to the different locations in which we operate and procure from.

5.5 Equality of Opportunity

We are committed to providing equality of opportunity in all areas of employment and business. All employees are to be provided with equal opportunities to achieve their full potential and are to be equally respected and valued. We will not tolerate discrimination, harassment, victimisation, bullying or any other form of unfair treatment towards anyone. It is unlawful to discriminate on the basis of the following protected personal characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex
- Sexual orientation

We will adhere to all legislation and international agreements that are relevant to Equality and Diversity. This includes specific anti-discrimination legislation as well as general employment legislation.

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6.0 Complaints

All complaints will be dealt with seriously, promptly and confidentially. Any employee who is found to unfairly discriminate against another employee, prospective employee or any other person during their employment because of the protected characteristics listed above will be subject to disciplinary action. They will therefore be dealt with in accordance with the Company's disciplinary procedure. In certain circumstances, an offence of this nature may constitute gross misconduct, resulting in summary dismissal. This applies to the most senior levels of management as well as to other employees.

7.0 Monitoring

We will seek to improve the quality of data regarding diversity within our own workforce in order to ensure that we are meeting our goals to attract talent from all sections of the community. This data will be kept securely and in confidence for all employees during their employment. Only authorised employees will have access to this information, which is not disclosed other than as required by law.

8.0 Other Relevant Documents

For further information on CBUK's Equality and Diversity Policy, or to contribute to making CBUK a more inclusive place to work, please contact your Line Manager; alternatively, please refer to the following documents for further guidance:

- Equal Opportunities - a guide for employees, managers and supervisors
- Disciplinary Procedure
- Company Disclosure Procedure
- Grievance Procedure
- Bullying & Harassment
- Equality Act 2010

9.0 Status of This Policy

This policy does not give contractual rights to individual employees. The company reserves the right to alter any of its terms at any time although we will notify you in writing of any changes.

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