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## EQUALITY & DIVERSITY POLICY

### 1. Purpose: Our Commitment to Equality of Opportunity

Truline Construction is committed to promoting equal opportunities and values diversity, fairness and justice resulting in equality for everyone throughout the organisation enabling them to work free from discrimination, victimisation and harassment. The company is supported by specialist HR Consultancy Services from Honest Employment Law Practice Ltd to ensure we are fully compliant to the 2010 Equalities Act.

Consequently, We will combat any form of discrimination and will use the Company's position of influence, wherever possible, to help overcome discriminatory barriers and actively promote good relations, conditions and procedures that result in a discrimination free environment in the building industry. This Policy covers all protected characteristics under the 2010 Equalities Act and is not restricted to race, gender and disability and is applied to the following processes:-

- Recruitment and Selection of all staff
- Company Training including apprenticeships
- Promotion and career development.
- Human Resource Activities including Disciplinary and Dismissal activities.
- Sub-contractor and supplier assessment

Truline Construction aims to create a culture that respects and values each other's differences and to secure genuine equality of opportunity in all aspects of its commercial activities. This Policy contains measures required under the Equalities act 2010 and recognises different types of discrimination and individuals with protected characteristics.

This commitment applies to job applicants, employees, casual/temporary workers and customers of the organisation's building and maintenance services. This policy will set out how we aim to achieve this, the responsibilities of staff, suppliers and customers, and what processes will be put in place to monitor our success in achieving greater equality in the workplace.

The Company is committed to a policy of treating all its employees and job applicants equally and ensuring that the working environment is free from discrimination and harassment, where decisions are made on merit. No employee or prospective employee shall receive less favourable treatment on the grounds of race, sex or marital status, nationality, ethnic origin, religion or beliefs, sexual orientation, gender re-assignment, age or disability. Neither will any person be disadvantaged by any conditions of employment or Company requirements that cannot be justified as necessary on operational grounds.

This policy applies to all aspects of the Company's relationship with its employees and relationships between employees. This includes job advertisements, recruitment and selection, training, development, conduct, disciplinary and grievance procedures and the

termination of employment. The Company shall appoint, train, develop and promote on the basis of merit and ability.

We will promote equality, work to eliminate discrimination and promote good relationships between employees and customers, regardless of their gender (including transsexuals); race; disability; sexual orientation; religion or belief; age; caring status; ex-offenders; or partnership status. In addition, we would state that, with regards:

Disability, we will make reasonable adjustments to ensure that disabled people have equal access to our goods, facilities and services and employment opportunities.

Carers, we will encourage the promotion of flexible employment practices to assist employees who are Carers.

## **2. Communicating the policy to our workforce and stakeholders**

All employees, sub-contractors and customers will be made aware of the organisation's commitment to diversity and equality of opportunity, and of the legal commitments of the organisation on our website.

Truline Construction will promote good practice in the building and maintenance sector and with stakeholders, and amongst other partner Organisations through publicity, training, individual support and through setting a good example in our recruitment of employees and apprentices.

The principles of equality and diversity will be embedded into partnership working with Job Centre Plus, Wigan & Leigh and St Helens College for apprenticeships, and our sub-contracts through our supply chain appraisal questionnaire and Constructionline.

## **3. Reviewing the Policy and ensuring the Employee Handbook is updated regularly**

The Company will also regularly review its Employee Handbook, conditions of service, benefits and facilities to ensure that they are available to all employees and the obligations in the 2010 Equalities Act are fully documented.

This principle of non-discrimination and equality extends to the way employees treat the Company's visitors, customers, clients and former employees. All employees, regardless of their seniority, have a duty, both morally and legally to treat each other with respect and not to discriminate against individuals and are expected to act in accordance with this policy.

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

The Managing Director will ensure that the application forms and guidance for prospective employees contains a statement as an equal opportunity's employer. The company will use local Job Centre Plus, local newspapers and/or Employment Agencies.

All vacancies including apprentice opportunities will be identified on the company website and will contain information that communicates our commitment as an equal opportunity employer and any links to the National Apprenticeship programme and the local College.

An Equality Monitoring Form will be supplied with all Job Application Packs to potential employees.

## **5. Responsibility of the Managing Director for Equality of Opportunity duties**

Mike Hyde as the Managing Director will be responsible for the implementation, monitoring and review of this policy and ensuring that it complies with current legislation. Managers and Immediate Managers who are involved in the recruitment, selection, promotion and training of employees has special responsibility for promoting the policy's objectives and the practical application of the Company's Equal Opportunities Policy.

The Company encourages any employee who feels that they have been unfairly discriminated against to raise a grievance. If an employee feels or considers that they have been disadvantaged on one of the grounds above, they should not hesitate to report the matter to the Managing Director so that the issue can be investigated and resolved.

The company will provide a Monitoring Form with the Application and Job Description for returning separately if required. The Managing Director will assess these Forms quarterly to ensure compliance to the equality's legislation.

## **6. Reporting of any allegation of discrimination to the Managing Director**

Any allegation made about a potential breach of this policy will be treated in confidence and dealt with in accordance with the Company's procedures. An Employee who makes an allegation in good faith should not be victimised or treated any less favorably as a result. Any allegations made in bad faith will be dealt with under the Company's disciplinary procedure.

Disciplinary action will be taken against any employee who is found to have committed an act of unlawful discrimination, which includes direct discrimination, indirect discrimination, harassment or victimisation. Serious contravention of this Policy may be treated as gross misconduct and may result in dismissal.

If there is any doubt about appropriate treatment under the Company's Equal Opportunities Policy, employees should consult their Immediate Manager.

## **7. Communicating this policy**

We will ensure that all employees receive a copy of this policy. It will also be made widely available to employees, customers and members of the public through our website, notice boards, etc.

We will provide training and training and written instructions to managers and supervisors covering;

- Promoting equality in recruitment, selection, training, promotion, discipline and dismissal of staff: and
- Consideration of equality issues when assessing, implementing, monitoring and evaluating services.

Signed...*Mike Hyde*

Managing Director

Date: 1<sup>st</sup> February 2023

Review Date: February 2024