

**Equal  
Opportunity  
Policy**

**STEWART  
BROTHERS**  
CONCRETE





# STEWART BROTHERS EQUAL OPPORTUNITY POLICY

## *Our Guidelines*

At Stewart Brothers Concrete, our mission is to propagate a working environment that supports all individuals – without fear of discrimination - in which every person is judged solely on the merit of their achievements & work ethic. We are fully committed to the equality and opportunity for ALL applicants to join our team.

As such, we are strongly opposed to discrimination or harassment towards any person(s) based on their age, gender, sexual orientation, disability, race, faith/religion, nationality, colour, culture or creed. These principles extend furthermore in the way in which we treat our visitors, suppliers, clients, customers and former team members. We will always pledge to ensure that all necessary steps are taken to accommodate the needs of everyone affiliated with our business.

This naturally also applies to our relationship with current colleagues at every level within our organisation. This extends to recruitment, training & development, advertising, consideration for promotion, pay, benefits and their general conduct when representing the company. This includes their behaviour at work, disciplinary & grievance procedures and employment termination.

All team members and persons affiliated with the company have a duty to comply with this policy at ALL times.

## *What Is Considered Discrimination?*

Actions can be considered discriminatory in a wide range of instances. Sometimes it can be unintentional, but it is still discrimination. If a person is treated less favourably due to one or more of the circumstances we have listed above (see *Our Guidelines*,) then that is a form of direct discrimination.

An example of this, for instance, would be rejecting a potential colleague on the grounds of their religious beliefs being different than the general consensus of other members of the team. This would be direct discrimination. However, if you were to invoke a broader stereotype, such as suggesting that women might be unable to commit to full time working hours due to childcare, then that would be a form of indirect discrimination. Certain instances of indirect discrimination may actually be a dealing with a statement of fact, but this would need to be justified by proof of the specific situation rather than citing this on behalf of all similar instances or persons.

Any and all forms of bullying, harassment or victimisation involving any of the above-mentioned instances (see *Our Guidelines*) will be treated as gross misconduct by the company. Any instance of conduct that has the purpose or intent of detrimentally affecting a person's dignity or creating an environment in which they consider to be hostile or intimidating, is considered harassment and therefore gross misconduct. Similarly, any colleague found to be treating a person(s) in this way following a complaint or grievance being raised on the issue is considered victimisation and therefore also gross misconduct. Such behaviour is not becoming of an individual representing a reputable company and will not be tolerated by Stewart Brothers Concrete in any way.



## ***Recruitment Equality***

Our recruitment stratagem is regularly monitored and reviewed to ensure that ANY individual or applicant is considered fairly and without discrimination to the effect of any aforementioned instances and examples listed previously. The consideration will be based solely on the merits and abilities of the candidate.

Under UK law, it is essential that we ensure all employees are legally entitled to work in the UK. However, questions regarding immigration status shall never be made based on the appearance of the applicant. ALL prospective employees - irrespective of their nationality or background - must be able to produce official documentation regarding employment and immigration legislation / status before the applicant's employment can commence.

We try to use as wide and diverse a market as possible when recruiting, utilising online tools to advertise vacancies in order to reach out to the largest scope of individuals. Additionally, all details laid out in this policy are available to any applicant upon request.

During the application process no person(s) are to be asked about matters of health or disability. The only exceptions regarding this matter are if the question is to establish whether the applicant is physically able to perform the required duty (subject to reasonable adjustment) and / or in the case of driving recruitment of disabled persons to promote wider-scale equality. Applicants must not be questioned on matters concerning age, race, sexual orientation, gender or religion. Applicants should also never be questioned regarding past or current pregnancy, nor the prospective desire related to potential pregnancy in the future.

On the subject of disability - should a colleague have a disability, or become disabled during their time with the company, it is requested that said employee inform us on the matter so that we can effectively provide the support you need to continue performing your duties with the company if at all possible.

## ***Grievances Regarding Discrimination***

If there is an instance in which you as a colleague feel that you have been discriminated against under any of the guidelines laid out in this policy, we encourage employees to bring the matter to the attention of a line manager and / or director of the company through the company's grievance procedure. Should the matter be in relation to harassment of any kind, you are encouraged to follow the anti-harassment and bullying policy. These policies are laid out in your terms of employment contract.

Any and all allegations made concerning discrimination, harassment and / or breaches of our equality policy will always be treated in confidence and investigated seriously by the appropriate senior member of the team in accordance with the measures the company has in place for grievance / misconduct investigation.



## ***Employee Dismissal / Termination of Employment***

If an allegation such as that which is highlighted previously (see *Grievances Regarding Discrimination*) has resulted in investigation, the following will occur:

- Should the investigation rule that the allegation has been found to be true, it will be considered under the category of gross misconduct. The accused will subsequently be subject to the full company disciplinary procedures and, if necessary, may result in termination of employment by the company.
- As such, due to the serious nature of the allegation, any employee found to have made a false allegation will also be subject to the full company disciplinary procedures. Similarly, if the accuser is considered guilty of gross misconduct in this matter, such behaviour may also result in dismissal.

We take all possible measures to ensure that any internal disciplinary procedures and their subsequent penalty or reprimand are applied without discrimination. This applies to all tiers of disciplinary procedure – be it warnings verbal and written, dismissal or any other form of disciplinary action.

In the case of redundancy, both voluntary and involuntary, we endeavour to ensure that any and all redundancy procedures are executed fairly and without discrimination. The same applies to references, should you cite us as one in your application(s) for new employment.

***Any and all matters regarding this policy in its entirety are subject to annual review by the directors and senior management team.***

