

LANGSTONE CONSTRUCTION GROUP EQUAL OPPORTUNITIES POLICY

Langstone believes that one of the ingredients of running a successful business is the provision of a working environment which retains high quality individuals and nurtures and supports the talent and potential of all its employees.

An inclusive and diverse working environment allows people to be themselves at work and allows Langstone to draw on the mix of skills, experiences, perspectives, and ideas to benefit the company.

Discrimination against an individual is a barrier to this aim and is unacceptable.

This policy covers individuals working at all levels and grades, including senior managers, officers, directors, employees, consultants, contractors, trainees, homeworkers, part-time and fixed-term employees, casual workers, and agency staff (collectively referred to as 'staff' in this policy).

Within the framework of the law Langstone will ensure that the workplace is free from unlawful acts of discrimination.

AIM

Langstone is committed to providing equal opportunities in recruitment and general employment and to avoid unlawful discrimination in employment and against customers.

This policy is intended to assist Langstone to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination. Striving to ensure that the work environment is free of bullying and harassment and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

Langstone has a separate Bullying & Harassment policy, which deals with these issues.

Langstone is committed to promoting and developing equality of opportunity in all its functions and will seek to do this by:

- Communicating its commitment to equality and diversity to all employees
- Communicating where responsibility lies for equality issues
- Developing mechanisms for implementation, monitoring, evaluation, and review
- Treating acts of discrimination as a disciplinary offence
- Consulting with interested groups and individuals, internal and external

LEGISLATION

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy and maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, or marriage and civil partnership. These are known as "protected characteristics."

Discrimination can be intentional or unintentional.

Discrimination after employment may also be unlawful, e.g., refusing to give a reference for a reason related to one of the protected characteristics.

Staff should not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to attempt to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation, or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services.

In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

Langstone will meet all statutory obligations under relevant legislation. This policy is guided by the Equality Act 2010.

TYPES OF UNLAWFUL DISCRIMINATION

Direct discrimination is where a person is treated less favorably than another because of a protected characteristic. An example of direct discrimination would be refusing to employ a woman because she is pregnant.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity which are covered by direct discrimination provisions in the Equality Act 2010) that has the purpose or effect of violating a person's dignity; or is considered by that person to create an intimidating, hostile, degrading, humiliating

or offensive environment. It does not matter whether this effect was intended by the person responsible for the conduct.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic (although it does not cover harassment because of marriage and civil partnership, and pregnancy and maternity).

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that they have a particular protected characteristic when they do not, in fact, have that protected characteristic (other than marriage and civil partnership, and pregnancy and maternity).

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic (other than marriage and civil partnership, and pregnancy and maternity), by third parties such as clients or customers. For an employer to be liable:

- the harassment must have occurred on at least two previous occasions (although not necessarily by the same harasser or suffering the same type of harassment).
- it must be aware that the previous harassment has taken place; and
- it must have failed to take reasonable steps to prevent harassment from happening again.

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because they made or supported a complaint or raised a grievance under the Equality Act 2010, or because he or she is suspected of doing so. However, an employee is not protected from victimisation if he or she acted maliciously or made or supported an untrue complaint. There is no longer a need for a complainant to compare his or her treatment with someone who has not made or supported a complaint under the Equality Act 2010. For example, if a blind employee raises a grievance that the employer is not complying with its duty to make reasonable adjustments, and is then systematically excluded from all meetings, such behavior could amount to victimisation.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that disability and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

EQUAL OPPORTUNITIES IN EMPLOYMENT

Langstone will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline, and selection for redundancy.

The person and job description will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary. Applicants should not be asked about health or disability before a job offer is made. There are limited exceptions which should only be used with express approval from Human Resources.

Applicants should not be asked about past or current pregnancy or future intentions related to pregnancy. Applicants should not be asked about matters concerning age, race, religion or belief, sexual orientation, or gender reassignment without the approval of Human Resources (who should first consider whether such matters are relevant and may lawfully be considered).

Applicants should not be asked about health, disability or mental illness before a job offer is made.

Employment decisions will be made only on merit and disability and home or personal commitments should only be considered where it is lawful to do so.

Langstone will comply with its obligations in relation to statutory requests for contract variations. Langstone will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability. If you are or become disabled, you are encouraged to tell Langstone so that we can support you as appropriate.

Langstone will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups and will consider and take any appropriate action to address any problems that may be identified because of the monitoring process.

Langstone cannot lawfully discriminate in the selection of employees for recruitment or promotion, but Langstone may use appropriate lawful methods, including lawful positive action, to address the under-representation of any group that Langstone identifies as being under-represented types of job.

Langstone will ensure that redundancy criteria and procedures are fair and objective and not directly or indirectly discriminatory. Langstone will also ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal, or other disciplinary action.

BULLYING & HARASSMENT

Langstone has a separate Bullying & Harassment policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

CUSTOMERS, SUPPLIERS AND OTHER PEOPLE NOT EMPLOYED BY LANGSTONE

Langstone will not discriminate unlawfully against customers using or seeking to use goods, facilities or services provided by Langstone.

Employees should report any bullying or harassment by customers, suppliers, visitors, or others to their manager who will take appropriate action.

YOUR RESPONSIBILITIES

The Managing Director is responsible for implementing equality of opportunity policies at the most senior level. Thereafter responsibility for ensuring that this policy is upheld shall progress through Directors, Senior Managers through to individuals in the workplace.

Every employee is required to assist Langstone to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination.

Employees can be held personally liable as well as, or instead of, Langstone for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the Langstone Group Disciplinary Policy & Procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

GRIEVANCES

If you consider that you may have been unlawfully discriminated against, you may use the Langstone Group Grievance policy to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the Langstone Group Bullying & Harassment policy.

Langstone will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

Use of the Langstone Group Grievance policy does not affect your right to make a complaint to an employment tribunal. Complaints to an employment tribunal must normally be made within three months beginning with the act of discrimination complained of.

MONITORING AND REVIEW

This policy will be monitored periodically by Langstone to judge its effectiveness and will be updated in accordance with changes in the law. Langstone will monitor the ethnic and gender composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups and will review its equal opportunities policy in accordance with the results shown by the monitoring. If changes are required, Langstone will implement them.

Langstone treats personal data collected for reviewing equality of opportunity in recruitment and selection in accordance with its data protection policy.


DATA PROTECTION

Langstone is committed to protecting the privacy and security of your personal information.

Our Data Protection policy describes how we collect and use personal information about you during and after your working relationship with us, in accordance with the General Data Protection Regulation (GDPR). If you require further details as to how your personal data is processed, please contact our Data Protection Officer. It is your responsibility to familiarise yourself with the Langstone Data Protection Policy and notices. Inappropriate access or disclosure of personal and sensitive data constitutes a data breach and should be reported in accordance with Langstone' Data Protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the Langstone Group Disciplinary Procedure.

This policy applies to Langstone Construction Group Limited.

As a commitment to continuous improvement of all Langstone Group policies, this policy will be reviewed periodically to ensure it remains in line with the Langstone objectives and compliant with legislation.



Neil Phillipott – Managing Director
Langstone Construction Group Ltd
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