

Inclusion Policy

Background

Sir Robert McAlpine believes that excellence will be achieved through recognising the value of every individual. We are committed to providing an inclusive culture that embraces diversity and provides a fair and respectful working environment. People from different backgrounds and with different experiences bring fresh ideas and innovation that contribute to the success of our business.

This commitment means that all employees will be treated equally and fairly without regard to age, sex, disability, marital or civil partner status, pregnancy or maternity, race (to include colour, nationality, ethnic or national origin), religion or belief, gender reassignment or sexual orientation.

Fair treatment covers all areas of our work as an employer including recruitment, performance management, learning and development, reward and benefits, access to facilities, health and safety, flexible working, disciplinary, grievance and leaving procedures.

We are committed to a culture where everyone is treated with dignity and respect and is encouraged to reach their full potential.

Who does this policy apply to?

Our policy applies to all employees, contractors including consultants and agency staff. Equally, this policy applies to our treatment of prospective employees, visitors, clients and suppliers.

The Board's commitment

The Board is responsible for driving our diversity agenda by:

- Creating a working environment where people have the opportunity to achieve their full potential.
- Encouraging an inclusive culture where people are free to express their views.
- Demonstrating leadership and challenging unacceptable behaviours.
- Ensuring action is taken if unfairness or discrimination occurs.
- Supporting a fair career management approach that enables the selection and promotion of the best talent.
- Deploying the appropriate resources and expertise to support the diversity agenda.

What the company expects of you

We recognise and appreciate that personalities, characters and management styles are all different but you should be aware of your own behaviour and how it impacts others.

We expect you to:

- Take personal responsibility for creating and maintaining a positive working environment where we treat each other with dignity and respect and discrimination, victimisation, bullying and harassment are not tolerated.
- Value diversity and the contribution everyone makes to the company.
- Comply with our diversity obligations during all your interactions with others including at work-related social events and on networking sites.

- Ensure the diversity priorities are incorporated into our business operations, policies, training and practices.
- Notify your line manager or HR Department of any concerns you have regarding the conduct of other employees or third parties.
- Undertake any relevant training provided by the Company.

Compliance

All employees should treat each other with dignity and respect at work. If you feel you have not been treated in accordance with this policy you may, in the first instance (if you wish and feel comfortable to do so), raise your concern with the person responsible for the behaviour and request that it should cease. If you prefer, speak with your line manager or the HR Department with a view to reconciling the matter informally. Alternatively, you can raise the matter formally through the Grievance Procedure. All complaints will be dealt with seriously, promptly and confidentially. If an employee is found to breach the diversity policy, they may be subject to disciplinary action which could result in dismissal.

Employees should be aware that they can be held personally liable for any act of unlawful discrimination by them.

Making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under the Disciplinary Procedure.

Related policies

This policy is supported by the following other policies and procedures:

- Grievance Procedure
- Disciplinary Procedure
- Whistleblowing
- Flexible Working
- Family Leave Policies:
 - Maternity
 - Paternity Leave
 - Shared Parental Leave
 - Parental Leave

Contractual status of this policy

This policy does not form part of your contract of employment. The company has the right to amend this policy at any time. It will communicate any material changes to employees.

Ownership, updates and queries

The policy is owned by the Head of HR and will be reviewed periodically. Any questions on the application of the policy should be directed to the Human Resources Department.

Updated: June 2017