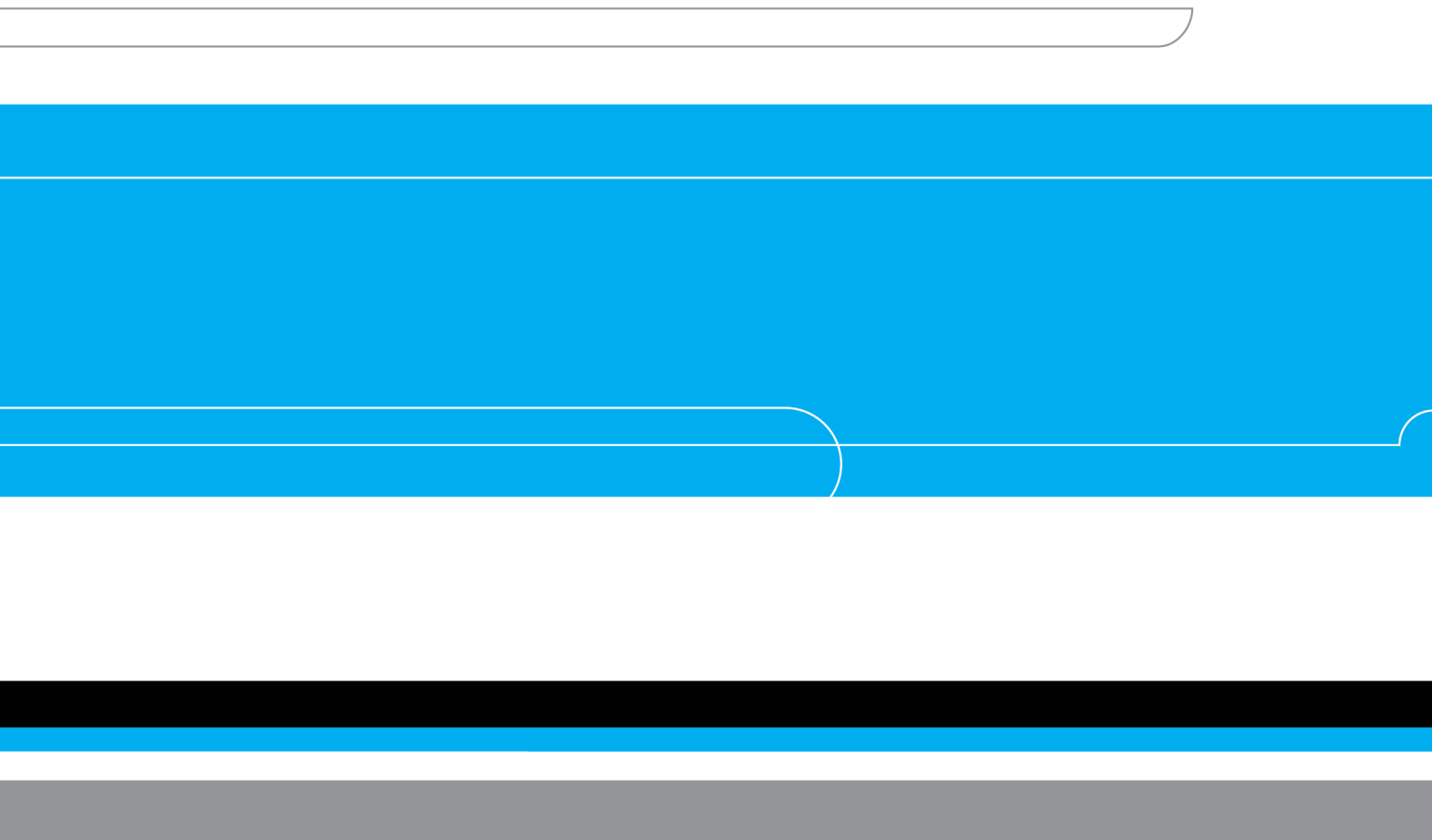


# Equality, Diversity and Inclusion Policy

March 2021



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**VolkerWessels UK Equality, Diversity, and Inclusion Policy**

Issue 2, March 2021

**1. INTRODUCTION****1.1 Purpose**

The purpose of the *VolkerWessels UK Equality, Diversity and Inclusion Policy* (the 'Policy') is to set out our commitment to an inclusive and supportive environment that is free from discrimination, where all can participate and where everyone can fulfil their potential. Equally, the Policy sets out our expectations, where everyone in VolkerWessels UK has a responsibility to adhere to and uphold the Policy.

Responsibilities related to this policy are detailed in the Responsibilities section below.

The Policy promotes positive attitudes towards inclusivity and valuing diversity. It also seeks to ensure that all who are subject to company policies, practices and procedures are treated fairly and are not treated less favourably on the grounds of any of the 9 protected characteristics identified in the Equality Act 2010: age, disability and / or impairment, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation. These protected characteristics are detailed under definitions.

**1.2 Scope**

The Policy applies to all employees, officers, workers, consultants, contractors, agency workers and visitors to VolkerWessels UK, and those contracted to work at, or for the business.

**1.3 Our EDI Vision and Mission**

VolkerWessels UK's equality, diversity and inclusion vision is that by building inclusion together and creating a highly effective, learning and working community, VolkerWessels UK and its partners will create the most inspiring and vibrant environment for all.

Our mission is to ensure that VolkerWessels UK is thoroughly inclusive of people from all lifestyles and enriched by a diversity of perspectives, cultures, and backgrounds, characterised by fairness and equality of opportunity.

For us, this means:

- Making sure every one of our current and future employees feel welcome, valued, and respected and are motivated to perform at their personal best
- Creating high performing teams by bringing together different opinions and perspectives to deliver better solutions for our clients and opportunities for our people and our organisation
- Driving a continuous improvement processes to maintain and enhance a diverse and inclusive environment
- Embedding a culture of diversity and inclusion through consistent key messages across our business
- Encouraging and attracting people from all ages and backgrounds through local and national recruitment in addition to engaging in education, graduate, and apprenticeship programmes
- VolkerWessels UK will promote inclusive procurement by actively identifying and providing tender opportunities to potential supply chain companies who are minority owned

The implementation of a robust Equality, Diversity and Inclusion Policy is a keyway in which the business seeks to meet both its statutory equality responsibilities and its own aspirations to be an inspirational, inclusive workplace and learning environment.

**1.4 Legislative Context / References**

The Policy is in accordance with relevant equalities related legislation, and, the Equality Act 2010 (the 'Act') and Human Rights Act 1998.

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## 2. GENERAL PRINCIPLES

VolkerWessels UK:

- Seeks to build capability across the business in the development of an inclusive culture and removal of obstacles to equality of opportunity.
- Adopts flexible approaches to engagement to ensure that the voices of stakeholders are considered as appropriate.
- Adheres to an evidence-based approach to underpin equality, diversity, and inclusion planning.
- Complies with its legal responsibilities.
- Collects, stores, and publishes equalities information appropriately, whilst protecting the confidentiality of personal information.
- Produces and publishes equality objectives aligned to the needs of the business that proactively seek to eliminate disadvantage and promote inclusivity.
- Conducts equality analysis on its operations, policies, practices, and procedures as a means of identifying any potential adverse impact and exploring possible solutions to mitigate these.
- Makes reasonable adjustments for staff in accordance with identified needs wherever possible within the statutory criteria.

## 3. RESPONSIBILITIES

All employees, officers, workers, consultants, contractors, agency workers and visitors to VolkerWessels UK, and those contracted to work at, or for, the business have equalities related responsibilities.

### 3.1 The Executive Committee and Board of Directors are responsible for:

- Ensuring that VolkerWessels UK meets its legal obligations relating to equality.
- Championing inclusive leadership behaviours and practices across all roles and functions.
- Ensuring that equality analysis is carried out on all senior level proposed policies and decisions where appropriate.
- Securing the future vision of EDI by aligning to overall company strategy underpinned by core principles

### 3.2 Managers are responsible for:

- Follow procedures relating to staff recruitment, selection, training, career development, discipline and grievance are carried out in accordance with the statutory duties to promote equality and eliminate discrimination.
- Ensuring that employees are encouraged and enabled to reach their full potential.
- Fostering a culture of fairness, respect, and inclusivity.
- Identifying appropriate staff development.

### 3.3 Human Resources Representatives are responsible for:

- Supporting managers in ensuring that procedures relating to staff recruitment, selection, career development, discipline and grievance are carried out in accordance with the statutory duties to promote equality and eliminate discrimination.
- Providing advice, guidance, and support on the application of this Policy.
- Advising colleagues how best to address equalities related employment issues.

### 3.4 The Head of Equality, Diversity and Inclusion is responsible for:

- Leading and supporting the business in creating an inspirational, inclusive, and diverse environment.
- Ensuring that an effective policy, service, and provision infrastructure is in place to support VolkerWessels UK in both meeting its legal responsibilities and fulfilling its Equality, Diversity, and Inclusion vision.
- Providing advice, guidance, and support on the application of this Policy.
- Advising colleagues on how best to address equalities related employment issues.

### 3.5 All employees, officers, workers, consultants, contractors, agency workers and visitors to VolkerWessels UK, and those contracted to work at, or for the business are responsible for:

- Upholding and implementing the aims of this Policy.
- Promoting equality of opportunity.
- Contributing to a safe and inclusive environment that celebrates diversity.

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**VolkerWessels UK Equality, Diversity, and Inclusion Policy**

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**4. COMMUNICATION****4.1 The Policy**

The Policy is publicly available on each VolkerWessels UK Company website. We use appropriate channels of communication to ensure everyone is aware of our policy and their responsibilities.

**4.2 The Equality, Diversity, and Inclusion Insite page**

This will facilitate communication with staff, and we will use our website, as appropriate, to communicate to members of the public. It will provide an opportunity to track the progress of initiatives and access published documents. It will also act as a repository for equalities data and guidance.

**5. BREACH OF THE POLICY**

VolkerWessels UK will take seriously any instances of non-adherence to the Policy by all employees, officers, workers, consultants, contractors, agency workers and visitors to VolkerWessels UK, and those contracted to work at, or for the business. Any instances of non-adherence will be investigated with the intent of resolving matters. For employees, where appropriate, such instances may be considered under the relevant disciplinary policy and procedures.

VolkerWessels UK strongly encourages informal and local resolution of issues or complaints.

Where appropriate, all complaints about breaches of the Policy should be raised at a local level in the first instance, with a view to informal and timely resolution. Advice and guidance are available from the employee's line manager or HR Team. If such attempts to resolve complaints are not successful, or are inappropriate due to the nature of the breach of the Policy, then:

- Employees who believe there has been a breach of this Policy may raise this through the Grievance Policy and Procedure.
- Officers, workers, consultants, contractors, agency workers and visitors to VolkerWessels UK, who believes there has been a breach of this policy may complain in writing to the Head of Equality, Diversity, and Inclusion. [EDI@volkerwessels.co.uk](mailto:EDI@volkerwessels.co.uk)

**6. RECRUITMENT AND SELECTION**

VolkerWessels UK intends that individuals are selected based on their relevant skills, abilities, experience. Recruitment should only take place where there is no current employee to fill the position and the relevant Director has given authority. Training is available for staff responsible for hiring on current and relevant employment legislation. This process embodies all the principles of Equality, Diversity and Inclusion and shall promote and deliver Equal Opportunities for all:

- No employee or job applicant will be discriminated against, disadvantaged, or receive less favourable treatment because of a protected characteristic.
- All stages of recruitment and selection for this post will be fair and the criteria for each job will be applied consistently.

The standards for diversity embraced by VolkerWessels UK includes the concept of recognition of differences. These include race, colour, religion, nationality, ethnic origin, sexual orientation, gender including transgender, age, disability and / or impairment, marital status including civil partnerships or part-time status or socio-economic background. Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of race, colour, religion, nationality, ethnic origin, sexual orientation, gender including transgender, age, disability and / or impairment, marital status including civil partnerships or part-time status. Recruitment literature will not imply a preference for one group of applicants unless there is an occupational requirement that limits the post to this group, in which case this must be clearly stated.

- Authorised vacancies will be circulated internally and advertised externally concurrently.
- All job profiles and essential attributes for jobs will include only requirements that are necessary and justifiable for the effective performance of the job.
- All selection will be thorough, conducted on an objective basis and staff appointed based on merit. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked of all candidates.

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## 6. RECRUITMENT AND SELECTION (CONTINUED)

The following principles should apply whenever recruitment or selection for positions takes place:

- Individuals will be assessed according to their personal capability to carry out a given job.
- Assumptions that only certain types of person will be able to perform certain types of work must not be made.
- Any qualifications or requirements applied to a job which have or may have the effect of inhibiting applications from certain types of person should only be retained if they can be justified in terms of the job to be done and are a proportionate means of achieving that justified aim;
- Any age limits applied to a job should only be retained if they can be justified in terms of the job to be done and are proportionate.
- Selection tests should be specifically related to job requirements and should measure the person's actual or inherent ability to do or train for the work.
- Selection tests should be reviewed regularly to ensure they remain relevant and free from any unjustifiable bias, either in content or in scoring mechanism; and
- Applications from different types of person should be processed in the same way along with anyone who requires reasonable adjustments.

All reasonable steps shall be taken to ensure that the application process does not restrict or discourage any applicant because of a protected characteristic which they or anyone with whom they are associated possesses. The Hiring Manager must ensure she / he adheres to the *VolkerWessels UK Recruitment Policy*. The associated forms in respect of all applications are to be retained by the HR Service Centre to facilitate audit, review, and demonstrate transparently the compliance with all legislation.

## 7. PROMOTION, TRANSFER AND TRAINING

The following principles should apply to appointments for promotion, transfer, and training:

- Assessment criteria and appraisal schemes should be carefully examined to ensure that they are not unlawfully discriminatory whether by way of direct, indirect, or associative discrimination.
- Assessment criteria and appraisal schemes should be monitored and, where such criteria or schemes result in predominantly one group of workers gaining access to promotion, transfer or training, they will be checked to make sure this is not due to any hidden or indirect discrimination;
- Promotion and career development patterns will be monitored to ensure that access to promotion and career development opportunities in particular groups of workers are not unjustifiably being excluded.
- Traditional qualifications and requirements for promotion, transfer, and training, such as length of service, and age, which may discriminate against certain groups of workers shall be reviewed and will only continue to be applied if genuinely justified and are proportionate; and
- Policies and practices regarding selection for training, day release and personal development should not result in an imbalance in training between groups of workers unless this is objectively justified and proportionate.

Where VolkerWessels UK's arrangements in relation to promotion, transfer or training put disabled workers at a disadvantage for a reason connected with their disability and / or impairment, reasonable adjustments to the arrangements should be made to eliminate or, if that is not reasonably practicable, reduce the disadvantage unless objectively justified.

VolkerWessels UK will ensure that all managers and supervisors with the responsibility for any of the areas of concern, are provided with the appropriate equal opportunities training where necessary. The provision of training to ensure that all members of staff are trained and graded based on their abilities and the requirements of the job and are employed and retained in a non-discriminatory manner.

*Example: to offer IT training to staff returning to work after a break to enable them to become familiar with the current technology. To offer language skills support training modules to staff for where English is not their first language.*

## **7. PROMOTION, TRANSFER AND TRAINING (CONTINUED)**

VolkerWessels UK is committed to providing high quality training and development to all staff to meet operational and career development needs. Furthermore, the provision of additional training to individuals who require specific and unique training, to equip them to fulfil all the obligations of their role or to give them fair, equal access to opportunities for promotion and personal advancement. All reasonable steps will be taken to ensure that training materials used by internal and external facilitators are consistent with this policy and relevant. External facilitators will be informed of these requirements and feedback on this aspect of training and development activity will be sought via the evaluation process.

Details of training and development opportunities will be regularly and widely disseminated through company emails, notice boards, site offices, internet, and our Learning Management System, to ensure that all individuals and groups are reached. The timing, frequency and arrangements for training and development activity will consider the needs of employees who are part-time or whose pattern of working is outside normal office hours. The training scheduled will include staff with caring responsibilities and staff with disabilities, who may require reasonable adjustments. Where VolkerWessels UK's arrangements in relation to promotion, transfer or training put disabled workers at a substantial disadvantage, for a reason connected with their disability and / or impairment, reasonable adjustments to the arrangements will be made to eliminate or reduce the disadvantage.

## **8. TERMS OF EMPLOYMENT, BENEFITS, FACILITIES AND SERVICES**

The following principles shall apply to terms of employment, benefits, facilities, and services:

- The terms of employment, benefits, facilities, and services available to employees and workers should be reviewed regularly to ensure that they are provided in a way which is free from unlawful discrimination whether by way of direct, indirect, or associative discrimination.
- Part-time workers should receive pay, benefits, facilities, and services on a pro-rata basis to a full-time comparator unless otherwise objectively justified.
- Where VolkerWessels UK's arrangements relating to terms of employment, benefits, facilities and services put disabled workers at a disadvantage due to a reason connected with their disability and / or impairment, reasonable adjustments to the arrangements should be made to eliminate or, if that is not reasonably practicable, reduce the disadvantage;
- Pay and bonus criteria, policies and arrangements should be carefully examined and monitored, and if it appears that any group of workers are disadvantaged by them they will be checked to make sure that this is not due to any hidden or indirect discrimination.

## **9. GRIEVANCES, DISCIPLINARY PROCEDURES, DISMISSALS AND REDUNDANCIES**

Workers who, in good faith, bring a grievance (or assist another to do so) either under this policy or otherwise in relation to an equal opportunities matter will not be disciplined, dismissed or otherwise subjected to a detriment for having done so.

Any group of workers will not be disciplined or dismissed for performance or behaviour which would be overlooked or condoned in another group unless there is genuine and lawful justification for this. Redundancy criteria and procedures will be carefully examined to ensure that they do not operate in an unlawful manner. The provision of voluntary redundancy benefits will be equally available to all employees concerned unless there is a genuine and lawful justification for doing otherwise.

## **10. BULLYING AND HARASSMENT**

All employees have the right to work in an environment which is free from any form of bullying and harassment. It is VolkerWessels UK's policy that bullying and / or harassment of any of its employees is unacceptable. Anyone found to be in breach of this policy will be liable to disciplinary action which could result in their dismissal. If you feel you are experiencing bullying and / or harassment, please refer to Section 5.

We acknowledge that everyone should be treated with dignity and respect at work. Bullying and harassment of any kind are in no-one's interest and will not be tolerated.

Harassment is not only stressful; it is unlawfully discriminatory. During employment with VolkerWessels UK no employee must act in any way which could be considered discriminatory through bullying or harassment because of a protected characteristic towards a fellow employee, customer or any person with whom they come into contact with on behalf of VolkerWessels UK.

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## 10. BULLYING AND HARASSMENT (CONTINUED)

Examples of unacceptable behaviour include:

- Spreading malicious rumours, or causing offence (particularly because of a protected characteristic)
- Copying memos / emails that are critical about someone to others who do not need to know
- Ridiculing or demeaning someone
- Exclusion or victimisation
- Overbearing supervision or other misuse of power or position
- Unwelcome sexual advances
- Making threats or comments about job security without foundation
- Deliberately undermining a worker by overloading and constant criticism
- Preventing individuals progressing by intentionally blocking promotion or training opportunities.

Instances of bullying and harassment will be treated as disciplinary offences that will be dealt with in accordance with the company disciplinary procedures where the person responsible is an employee.

All complaints of bullying and / or harassment, or information from employees relating to such complaints, will be taken seriously, and dealt with fairly, confidentially, and sensitively.

### 10.1 Bullying and Harassment - What are the Differences?

#### Defining harassment

Definitions of harassment tend to refer to behaviour which is offensive and intrusive, with a sexual, racial, or physical element.

#### ACAS defines harassment as:

'Unwanted conduct that violates people's dignity or creates an intimidating hostile, degrading, humiliating or offensive environment.'

#### Defining bullying

There are many ways to define bullying, with no single definition used.

#### ACAS suggests the following:

'Offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.'

#### The Andrea Adams Trust defined bullying as:

Unwarranted humiliating or offensive behaviour towards an individual or groups of employees. Persistently negative malicious attacks on personal or professional performance typically characterised as unpredictable, unfair, irrational, and often unseen. An abuse of power or position that can cause such anxiety that people gradually lose all belief in themselves, suffering physical ill health and mental distress as a direct result. The use of position or power to coerce others by fear, persecution or to oppress them by force or threat. It has been identified as a more crippling and devastating problem for both employees and employers than all the other work-related stresses combined.



## 10. BULLYING AND HARASSMENT (CONTINUED)

### 10.1 Bullying and Harassment - What are the Differences (Continued)

#### Harassment v Bullying

Harassment	Bullying
Has a strong physical component e.g. contact, touch, intrusion into personal space, damage to possessions.	Almost always psychological.
The perpetrator tends to focus on individual difference as the object of harassment (e.g. sex, race, sexuality).	The target is usually discriminated against because they are competent or popular.
Harassment may occur once or several times, but the target is usually aware that it is harassment right from the beginning.	The target may not realise they are being bullied for weeks or months. Often the target will have a light-bulb moment, when they realise that a series of often seemingly insignificant incidents amount to intimidation and victimisation.
Offensive vocabulary often used.	Tends to be characterised by a series of minor criticisms or false or unfair allegations. Offensive words are less commonly used than in harassment.
The aggressor attempts to possess the target.	Often, a bully will start by attempting to control and dominate the target. Later, they will try to drive them to break down or leave the organisation.
Harassment often takes place in public as a means of peer approval or image building.	Usually bullying takes place in private without witnesses.
Target seen as easily victimised.	Target seen as a threat that must be dominated.

## 11. DISABILITIES AND REASONABLE ADJUSTMENTS

VolkerWessels UK will take reasonable steps to avoid disadvantages faced by disabled people in relation to recruitment, retention, promotion, development, retirement and dismissal in accordance with our stated Equality, Diversity and Inclusion Policy plus all associated strategies, action plans and the fact that VolkerWessels UK recognises and uses the social model of disability and / or impairment. This policy applies such that any disabled member of staff who requires reasonable adjustments to remove or reduce the prejudicial impact of any arrangements made for their work shall have afforded them as far as is reasonably possible and practicable. We aim to:

- Raise awareness amongst all staff of the moral, social and legal obligations to make reasonable adjustments for people who are disabled or who have a long-term health condition, and in particular, the requirements of the Equality Act 2010 as it applies to disability and / or impairment.
- To encourage disabled staff to request reasonable adjustments and to feel confident in the knowledge that they will be supported by VolkerWessels UK should they require them.
- To provide staff, including managers, responsible for making adjustments with information about their obligations under this policy, the procedure to follow and sources of support and guidance.
- Consider special needs of target groups in terms of anti-discrimination.
- Involve equality groups, prioritising actions, and resources for those in greatest need.
- Always treat others with respect and actively discourage discriminatory behaviour / practice.
- Participate in training and wider learning opportunities to eliminate prejudice and extend good practice.
- Enforce zero tolerance of harassment, and that the harassment of any employees, in any form, is unacceptable behaviour. Any employee found to be in breach of this policy will be liable to disciplinary action which could result in their dismissal.

**11. DISABILITIES AND REASONABLE ADJUSTMENTS (CONTINUED)**

Subject to operational requirements, VolkerWessels UK will give sympathetic consideration to members of staff whose personal circumstances change or to job applicants with special needs and will endeavour to accommodate these through agreements on retraining, redeployment, and / or alternative working arrangements and extended leave allowances.

It is VolkerWessels UK policy that disabled people, including job applicants and employees, should be able to participate in all its activities fully on an equal basis with people who are not disabled.

**Disabilities - What are they?**

For the purpose of this policy, disabilities are either physical or mental impairments that have a substantial and long-term affect upon a person 's ability to carry out normal day-to- day activities.

Some disabilities are immediately obvious, for example use of a wheelchair, while other disabilities may not be apparent at all, for example HIV infection. Certain conditions are not considered to be disabilities, for example, poor eyesight which is corrected simply by wearing prescription spectacles, or addiction to alcohol or other substances. If you would like further information about whether a particular condition is a disability and / or impairment you should contact your HR representative.

The Equality Act 2010 requires VolkerWessels UK to make reasonable adjustments where a provision, criterion, or practice or physical feature of premises places a disabled person at a substantial disadvantage when compared with people who are not disabled.

A reasonable adjustment may be required:

- When a disabled person applies for and is recruited to a post
- When a member of staff becomes disabled
- When the impact of an impairment or medical condition deteriorates for an employee
- When there is a change to the workplace or employment arrangements
- When there is a need for a disabled member of staff to undertake further training

Reasonable adjustments may extend to the individual only; for example, acquiring or adapting equipment or organising transport to and from work. Alternatively, they may be more wide-ranging to include changes to:

- Policies and / or procedures
- Working arrangements
- Access to premises signage
- Safe evacuation

The principle of equal opportunity and meritocracy is well-established within VolkerWessels UK and all managers and employees are expected to behave accordingly. Should any employee experience any actual or perceived difficulties in this area, they are required to raise the matter immediately with their manager or, if an alternative is advisable, with the Head of Equality, Diversity and Inclusion or their HR Representative.

VolkerWessels UK also wishes to ensure that no unjustifiable discrimination occurs against an individual with disability and / or impairment on the grounds of his or her disability and / or impairment in relation to recruitment, promotion, training, benefits, terms and conditions of employment and dismissal.

Wherever possible, reasonable adjustments will be made to either the workplace, workstation or working environment to help the disabled person cope with their disability and / or impairment.

This policy document gives practical advice for all staff. Should further information be required on part ii or part iii of the Disability and / or impairment Discrimination Act; contact the Head of Equality, Diversity and Inclusion or your HR representative.

## 12. MONITORING AND REVIEW OF POLICIES

### Reporting and Reviews

All policies will be continually reviewed in response to changes in legislation, feedback, and case law to ensure their effectiveness in achieving equality of opportunity. Policies will be reviewed annually or sooner should legislation changes require. We aim to ensure language throughout our policies are gender neutral and are inclusive for all employees considering age, disability and / or impairment, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, and sexual orientation.

The Board of Directors of VolkerWessels UK will keep this Policy and all associated Policies, and all procedures and practices on equality, diversity, and inclusion under review. Such a review will be carried out whenever it is considered appropriate to do so, but at least once a year and in line with any statutory changes.

### Monitoring

VolkerWessels UK will maintain statistical records for people in terms of age, disability and / or impairment, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, and sexual orientation from application stage. The data will remain following recruitment and through career progression of staff. Information collected will form a confidential record which will be stored in compliance with the General Data Protection Regulation and the Data Protection Act 2018 and used only for purposes of statistical analysis in connection with the Equality, Diversity and Inclusion Policy, business and statutory reporting responsibilities.

## 13. DEFINITIONS

**Access:** The methods by which people with a range of needs find out about and apply for employment opportunities and find out about and use services and information.

**Age:** The Equality Act 2010 makes it unlawful to discriminate against anyone, either directly or indirectly on the grounds of age unless it such treatment can be objectively justified.

**Black and Minority Ethnic Groups (BAME):** This is an inclusive term that refers to all ethnic groups who have a common experience of discrimination based on their skin colour or ethnic origin.

**Bullying:** Offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate, or injure the recipient.

**Consultation:** Any suitable means by which advice is given or views are exchanged. Consultation involves consulters in meaningful, genuine dialogue when proposals are still in the formative stage.

**Direct Discrimination:** This takes place when a person or group of people is treated less favourably than other people in the same or similar circumstances because of a protected characteristic. For example, choosing not to employ somebody who meets the requirements for the job, or continually allocating the worst jobs or hours to someone because they are black, or married with children, would constitute direct discrimination.

**Disability and / or impairment:** The Equality Act 2010 defines disability and / or impairment as a 'physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities'. and applies to discrimination in employment, education and the provision of goods, facilities, and services. The Act protects disabled persons against discrimination by employers in all aspects of employment. The Act imposes a duty on employers to make reasonable adjustments to accommodate the needs of a disabled person where the employer's working arrangements or premises place the disabled person at a substantial disadvantage.

**Discriminatory language:** Language which is specific and less favourable because of a protected characteristic in its internal and external documents, official correspondence, publications, and other communications.

**Diversity:** The differences in the values, attitudes, cultural perspective, beliefs, ethnic background, sexuality, skills, knowledge, and life experiences of everyone in any group of people.

**Equalities:** A term used to refer to all work addressing issues of discrimination and disadvantage, particularly as it relates to age, disability and / or impairment, faith, gender, race, or sexual orientation.

**Equality:** The vision or aim of creating a society (or aspects of society) where power and quality of life is shared equally and both individuals and groups can live their lives free from discrimination and oppression.

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**13. DEFINITIONS (CONTINUED)**

**Equal Opportunities:** The development of practices that promote the possibility of fair and equal chances for all to develop their full potential in all aspects of life and the removal of barriers of discrimination and oppression experienced by certain groups.

**Ethnicity:** An individual 's identification with a group sharing any or all of the following: nationality, lifestyles, religion, customs and language.

**Human Rights Act 1998:** The Human Rights Act applies to public authorities and incorporates Convention rights into UK law. These are rights proclaimed by the European Convention of Human Rights.

**Gay:** This term refers to men who are romantically / and or sexually attracted to men. At times it can be used as an all encompassing term for gay men, lesbians and bisexual people.

**Gender:** The differences between women and men that have been learned are changeable over time and have wide variations both within and between cultures. The term is often used to differentiate from 'sex' a term referring to biological differences. In western cultures often seen as binary, either male or female and based on the sex assigned at birth.

**Harassment:** Occurs when a person receives unwanted conduct because of a protected characteristic which has the purpose or effect of violating a person 's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for him / her.

**Inclusion:** A belief in every person 's inherent right to participate fully in society. The goal of inclusion is for all people to lead productive lives as full, participating members of their communities.

**Indirect Discrimination:** Occurs where someone is disadvantaged by a provision, criterion or practice which also puts other people with the same protected characteristic at a particular disadvantage.

**Institutional Discrimination:** Takes place when established policies, practices and procedures within an organisation have discriminatory effects, whether intentional or not.

**Medical Model of Disability and / or Impairment:** The medical model looks at disability and / or impairment as being caused by medical symptoms. It is the impairments that prevent the person from fully participating in society and the disabled person should adapt to fit into a non-disabled world. If this is not possible, then the needs should be met outside of mainstream society. It focuses on the disability and / or impairment rather than the needs of the person.

**Race:** The Equality Act 2010 makes it unlawful to discriminate against anyone on the grounds of race, colour, nationality, or ethnic or national origin.

**Sex:** The Equality Act 2010 aims to counteract sex discrimination in employment pay and benefits and makes it unlawful to discriminate against anyone on the grounds of sex.

**Sexual Orientation:** A persons' emotional, physical and / or sexual attraction to another person. This includes, but is not limited to heterosexual, bisexual, gay, lesbian and asexual people.

**Sexual Orientation and Religion:** The Equality Act 2010 makes it unlawful to discriminate against job applicants and employees on the grounds of their sexual orientation, religion, or belief.

**Social Model of Disability and / or impairment:** Disability and / or impairment is a social phenomenon. While many individuals have physical or sensory impairments, learning difficulties or are living with mental health, it is the way that society responds to these which creates disability and / or impairment and the impairment. The social model believes the 'cure' to the problem of disability and / or impairment lies in the restructuring of society, an achievable goal that benefits everyone.

**Transgender:** A transgender person (usually shorted to trans person) is someone whose gender differs from the one they were assigned at birth. Transgender people know that the gender they were assigned at birth is not who they are. Transgender people may identify as male or female, a trans man or trans woman, or a term specific to their language, generation or culture. 'Trans' is a descriptor, therefore you would say 'trans person' not 'a trans' or 'transgendered'.

**Victimisation:** Discrimination by victimisation is unlawful. A person is victimised if he / she is afforded less favourable treatment because they have complained or giving information about discrimination or harassment or supported someone else's complaint.

**14. IMS AUTHORISATION****Document owner approval:****Paul McCreath**, HR Director - 10.03.2021**Approval for IMS:****Sarah Howard**, Senior IMS Manager - 10.03.2021