



77 Elmers End Road, London, SE20 7UU . Tel: 020 8778 6111 . Fax 0208 778 5060 . Email: general@ddclimited.com

Davies Design and Construction Ltd - Equal Opportunities Policy

1. Equal opportunities statement

1.1 Davies Design & Construction Limited is committed to promoting equal opportunities in employment. You and any job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex, or sexual orientation (Protected Characteristics)

2. About this policy

2.1 This policy sets out our approach to equal opportunities and the avoidance of discrimination at work. It applies to all aspects of employment with us, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.

3. Discrimination

3.1 You must not unlawfully discriminate against or harass other people including current and former employees, job applicants, clients, customers, suppliers, and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers, or other work-related contacts or when wearing a uniform), and on work-related trips or events including social events.

3.2 The following forms of discrimination are prohibited against this policy and are unlawful:

3.2.1 Direct Discrimination: treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they might be gay.

3.2.2 Indirect Direct Discrimination: a provision, criterion or practice that applies to everyone but adversely affects people with a Protected Characteristic more than others and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.



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3.2.3 Harassment: this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. (See the DDC Bullying and Harassment policy for further information).

3.2.4 Victimization: retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.

3.2.5 Disability discrimination: this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

4. Recruitment and promotion

4.1 All Recruitment, promotion, and other selection exercises such as redundancy selection will be conducted based on merit, against objective criteria that avoid discrimination. These will all be conducted under the Equal Opportunities Act.

4.2 As an employer DDC has a duty to ensure that all employees can demonstrate that they have the appropriate permission to live and work in the UK before they start their employment and for the duration of their contracts. If an employee has a visa which is subject to an expiry date, the contract will run until the same date and the individual will need to obtain an extension before their current visa expires. DDC will conduct document checks on all staff before they are issued with an employment contract.

5. Training

5.1 Training and development opportunities will be made available to all staff and opportunities will be based on the needs of the person's job role and present and future company requirements.

6. Disabilities

6.1 If you are disabled or become disabled, we encourage you to tell us about your condition so that we can consider what reasonable adjustments or support may be appropriate. Please inform the



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office manager of any physical or other barriers to working practices. We will then seek to remove or reduce these where possible.

7. Breaches of this policy

7.1 We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.

7.2 If you believe that you have suffered discrimination you can raise the matter through our Grievance Procedure. Complaints will be treated in confidence and investigated as appropriate.

7.3 You must not be victimised or retaliated against for complaining about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.

X PP. R. K... X OFFICE MANAGER
Signature Job Title

X S. DAVIES X 26TH MAY 2022
Name Date