

## **EQUALITY, DIVERSITY AND INCLUSION POLICY**

Nairn Construction Limited is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination in our practices.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best. We want to encourage everyone in our business to reach their potential.

Nairn Construction Limited is also committed against unlawful discrimination of customers or the public.

This policy applies to all employees, workers, contractors, agency staff, apprentices, job applicants, visitors and anyone engaged in work activities on behalf of the company. Senior management are responsible for implementing this policy. Managers are responsible for leading by example, and all employees are responsible for complying with the policy and reporting concerns

This is particularly useful for:

- Site-based work
- Agency labour
- External audits and tenders

### **Our policy's purpose**

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time.

2. Ensure that no employee is treated less favourably on the grounds of any of the Equality Act 2010 protected characteristics of:

- age
- disability
- gender reassignment
- marriage or civil partnership
- pregnancy and maternity
- race (including colour, nationality, and ethnic or national origin)
- religion or belief
- sex
- sexual orientation

3. Oppose and avoid all forms of unlawful discrimination in all areas of employment. This includes in:

- pay and benefits
- terms and conditions of employment
- dealing with grievances and discipline
- dismissal
- redundancy
- leave for parents
- requests for flexible working
- selection for employment, promotion, training or other development opportunities

## **Our commitments**

Nairn Construction Limited commits to:

1. Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense. The company will make reasonable adjustments where required to support disabled employees, workers and job applicants.
2. Create a working environment free from bullying, harassment, victimisation and unlawful discrimination, where dignity and respect are promoted and individual differences are valued. All employees, including managers, will receive appropriate training on their rights and responsibilities under this policy and are expected to conduct themselves in a way that supports equal opportunities. Employees should be aware that both they and the company may be held liable for acts of bullying, harassment, victimisation or unlawful discrimination towards colleagues, customers, suppliers or the public.
3. All complaints of bullying, harassment, victimisation or unlawful discrimination will be taken seriously and dealt with under the organisation's grievance or disciplinary procedures. Serious breaches may constitute gross misconduct and result in dismissal without notice. Sexual harassment may also constitute a criminal offence, and harassment under the Protection from Harassment Act 1997 may apply regardless of whether it relates to a protected characteristic.
4. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
5. Make decisions concerning staff based on performance and potential (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
6. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
7. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy. Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues. Any monitoring information will be collected and processed in accordance with data protection legislation and treated confidentially.

## **Agreement to follow this policy**

The equality, diversity and inclusion policy is fully supported by senior management.

## **Our disciplinary and grievance procedures**

Breaches of this policy will be dealt with in accordance with our Disciplinary procedure.

Details of Nairn Construction Limited's grievance and disciplinary policies and procedures can be found in the staff handbook. This includes with whom an employee should raise a grievance – usually their line manager.

Use of the organisation's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within 3 months of the alleged discrimination.

Signed:



Craig Nairn, Managing Director

Date: 06/01/2026