

Equality and Diversity Policy

Equality is about making sure people are treated fairly and given a fair chance. Equality is not about treating everyone the same way, but it recognises that their needs are met in a different way.

Everyone is different and Diversity is about recognising, respecting and valuing differences we each bring to work.

It encompasses the properties and characteristics of a person. It includes characteristics that are inborn and unchangeable such as age, ethnicity, gender, physical abilities/disabilities/qualities, race and sexual orientation but also includes differences that are acquired and that may change during our lives. Some examples include: educational background, geographic location, income, marital status, parental status, religious beliefs, military status, health and work experience.

CPC aims to provide a working environment and culture that recognises and values differences. We aim to pro-actively tackle discrimination and ensure that no individual or group is discriminated against for any reason.

We are committed to the policy of equal treatment of all employees and applicants, etc. and require all employees, of whatever grade or authority, to abide by and adhere to this general principle and the requirements of the Codes of Practice issued by the CEHR (Commission of Equality and Human Rights).

All employees are expected to abide by the requirements of The Equality Act 2010.

Specifically, discrimination is prohibited in:

- a. treating any individual on grounds of sex, colour, marital status, race, nationality or ethnic or national origin, religion or belief, sexual orientation, nationality (including citizenship) disability or membership or non-membership of a Trade Union, less favourably than others;
- b. expecting an individual solely on the grounds stated in item (a) to comply with requirement(s) for any reason whatsoever related to their employment, which are different to the requirements for others;
- c. imposing requirements on an individual which are, in effect, more onerous on that individual than they are on others. For example, this would include applying a condition (which is not warranted by the requirements of the position) which makes it more difficult for members of a particular race or sex to comply than others not of that race or sex;
- d. victimisation of an employee or any third party;
- e. harassment of an employee or any third party (which for the purposes of this policy, and the actions and sanctions applicable thereto, is regarded as discrimination);
- f. any other act, or omission of an act, which, as an effect, places an employee or applicant at a disadvantage against another (or others), purely on the above grounds. Thus, in all disciplinary matters (and in consideration for training, promotion, etc.) i.e. all instances where those in control of employees are required to make judgements between them, it is essential that merit, experience, skills and temperament are considered as objectively as possible.

CPC Project Services LLP recognises the right of an employee to belong to, or not to belong to, a trade union, and membership or non-membership of such a union will not be taken into account in any way during the career of the employee.

Monitoring of Ethnic Origins

This organisation wishes to recruit and employ those personnel who are best fitted for the jobs on



offer regard less of sex, religion or belief, ethnic origin or race, disability, union membership or non-membership, etc., in accordance with our equal opportunities policy. So that it is possible to demonstrate the fairness of our recruiting procedures, all applications (and their ultimate selection or rejection) will be monitored.

Monitoring Applications

We may ask for information on an applicants details (i.e. name, address, nationality, religion or belief, sex, disabilities, union membership, ethnic origin). This information is gathered to monitor the operation of our Equal Opportunities policies and the effectiveness of advertising media being used, and for no other reason. The data will be treated confidentially and will be removed prior to any selection procedure, and is not taken into account when assessing information on the applicant.

The only criteria for those selected for interview (and those ultimately selected as employees) are skill, experience and capability to undertake and perform the work required and to relate to the environment in which the vacancy exists.

Training

Each employee has the right to expect not to be unreasonably discriminated against, either directly or indirectly, in the opportunities to be trained, in how it is provided, where it is provided and through what medium it is provided, be it auditory, visual, kinaesthetic or tactile to suit the individuals learning style. All new employees shall receive induction training within one month of starting work to give them a good understanding of the organization and its policies and practices. Regular and appropriate training will be provided through the Company's bi-annual appraisal to all staff to enable them to perform their jobs effectively and to ensure that they have the best opportunities for advancement.

Dignity at Work

Our policy is always to ensure that all persons are treated fairly irrespective of their colour, race, sex, sexual orientation, age or youth, religion or belief, political beliefs, trade union membership or non-membership, marital and physical or mental status or any other factors including pregnancy and maternity. We will endeavour to provide those who have physical or mental disabilities with specific assistance and arrangements to enable them to work for us wherever and whenever this is reasonably practical.

Anti-Harassment

CPC Project Services LLP wishes and requires its employees to work in harmony with each other and with those to whom they report. In this way the ends and aims of CPC Project Services LLP will be best served.

CPC Project Services LLP requires every employee to respect every other employee and to realise that behaviour that they may find acceptable may not be so regarded by others. The Company also expects third parties to adhere to this principle when dealing with its staff. Harassment (i.e. foisting one's unwelcome attentions on another employee (usually) with sexual or racial intent, bullying, intimidation and victimisation for whatever reason -including a person's age, colour, religion or belief, sexual preference, accent or dialect, disability, etc.) is entirely unacceptable in terms of the above commitment and will be treated with severity, as it is regarded as gross misconduct. Harassment can take place via words as well as actions, and via the telephone and e-mail's well as when face to face. Each and every incident will be regarded seriously.

CPC Project Services LLP are committed to a working and learning environment which is free from harassment, including discrimination, victimization and bullying, and in which dignity of the individual is paramount. The most significant single factor in addressing harassment is a top-down commitment to a culture where bullying and other forms of harassment are institutionally unacceptable.



Pregnancy (Maternity & Paternity)

CPC Project Services LLP wishes to make it as easy as possible for its female employees to retain their career and prospects during pregnancy and whilst bringing up a family.

CPC Project Services LLP wishes to remain flexible by making it as easy as possible for new parents to return to the workplace to an arrangement that suits both CPC Project Services LLP and the individual. CPC Project Services LLP believes it is important that parents should be supported, particularly in the early years of their children's lives. Similar support will be given to those who adopt and especially to those with disabled children

Disabled Employees

CPC Project Services LLP commits it self to the employment of disabled personnel whenever possible, and will treat such employees in aspects of their recruitment and employment in exactly the same manner as other employees, the difficulties of their disablement permitting. Assistance and reasonable adjustments will be made, wherever possible, to ensure that disabled employees are helped in their journeys to and from their place of work, in access to their workplace, in gaining access to facilities on company premises, and in progressing in their career, subject only to the opportunity existing, the applicant's suitability, talent, and wish for it.

Definition: A person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Appropriate training will be made available to members of staff who request it.

HIV /AIDS

In view of the foregoing, employees are expected to work normally with and alongside any HIV or AIDS sufferer and to treat them as they would any one else with a serious disease. Refusal to work with an HIV or AIDS sufferer will be regarded as a breach of this policy to which the attention of all employees is drawn. CPC Project Services LLP appreciates the concern that there is regarding this disease but stresses that, in view of the lack of risk to fellow-employees, although it will be sympathetic to those who have concerns, it expects everyone to behave with maturity and even charity to HIV/AIDS sufferers. Ultimately failure to act in accordance with the requirements of this policy will be grounds for disciplinary action.

Religion or Belief

The Employment Equality (Religion or Belief) Regulations make it unlawful to discriminate against individuals because of their religion, religious belief or similar philosophical belief. The aim of our Equality and Diversity policy is to encourage good practice based on a desire to treat people equitably not simply in response to legislation.

Marriage and Civil partnership

The Equality Act 2010 protects employees who are married or in a civil partnership against discrimination.

Race Relations

The Race Relations Act 1976 (as amended by the Race Relations (Amendment) Act 2000 (RRAA) places a duty on CPC Project Services LLP to:

- Promote equality of opportunity
- Promote good relations between people of different racial groups
- Eliminate unlawful racial discrimination

CPC Project Services LLP aim to ensure that members of staff are kept up-to-date with changes in race relations legislation and to review staff development and training activities to ensure they comply with the aim and substance of equal opportunities legislation and this policy.

Sexual Orientation

Employment Equality (Sexual Orientation) Regulations 2003 apply to discrimination and harassment on the grounds of orientation towards persons of the same sex (lesbians and gay men), the opposite sex (heterosexuals) and the same and opposite sex (bisexuals). This includes discrimination and harassment on grounds of perceived as well as actual sexual orientation (i.e. assuming - correctly or incorrectly - that someone is lesbian, gay, heterosexual or bisexual).

Gender recognition

The purpose of the Gender Recognition Act makes it illegal to discriminate against transsexuals in the workplace and provides transsexual people with legal recognition in their acquired gender. Definition: *A transsexual person is someone who proposes to, starts or has completed a process to change his or her gender.*

Age

The regulations related to employment make it unlawful on the grounds of age to discriminate directly against anyone-that is, to treat them less favourably than others because of their age unless objectively justified, or directly discrimination against someone because they associate with another person who possesses this protected characteristic. CPC Project Services LLP will so far as reasonably possible support requests by employees who wish to exercise their right to work beyond 65 years.

Gender & Equal Pay

Individuals will not be discriminated against because of their gender. Men and women will be paid equally for work rated as equivalent or of equal value in the demands made. Part-time workers will receive no less favourable treatment and will receive a pro-rata of full -time benefits.

We expect management at all levels:

To ensure the principles in this policy are implemented at all times and to correct employees under their control who breach these principles (and to implement sanctions for anyone continuing to breach these principles).

- To support and encourage employees in their work and to develop themselves within parameters acceptable to them.
- To treat all employees fairly, to listen to and give due consideration to their views and the views of anyone speaking or acting on their behalf.
- Where discipline must be applied, to do so fairly and in accordance with natural justice as well as CPC's disciplinary policy.
- To be proactive in watching for any breach of this policy and to take action should such a



breach be apparent or suspected.

CPC requires contractors to declare a commitment to upholding the principles of equality and abiding by our Equality and Diversity policy. A copy of this policy is provided to all sub contractors, consultants and suppliers who work with us. All such organisations are required to comply with this policy. Failure to comply may result in termination of contract for services.

Any employee who feels they have not been treated in accordance with this policy is entitled to raise the matter through the Grievance procedure or the Bullying and Harassment policy. CPC Project Services LLP commits itself to the immediate investigation of any claims of discrimination on the grounds stated in this policy, and, where such is found to be the case, a requirement that the practice cease forthwith, restitution of damage or loss (if necessary), and the rigorous investigation of any employee accused of discrimination and the circumstances surrounding such allegation. This includes decisions relating to recruitment and selection, training and development, performance management, reward and promotion, which are based solely on ability and performance.

Any employee (irrespective of seniority) found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against CPC Project Services LLP policy, any employee offending will be dealt with under the disciplinary procedure. Unless assurances of future non-discriminatory actions are forthcoming, an employee repeating any act of discrimination may be dismissed.

This policy is the responsibility of the HR Manager and is updated on a regular basis in line with new legislation.