

ED&I Policy

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Relevant to	All Southbay employees, managers, supervisors, work experience students and placement organisers
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Author	HR Manager
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Distribution	<p>Internal: All Southbay employees, managers, supervisors, work experience students and placement organisers</p> <p>External: Available on request to HR Manager</p>

1. **Policy Statement**

The company is an equal opportunity employer. The aim of the company policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of disability, age, religion, sexual orientation, colour, race, nationality, or ethnic origins, or is disadvantaged by conditions or requirements that are not essential for carrying out the job.

To ensure such direct or indirect discrimination is not occurring, recruitment and other employment decisions will be regularly monitored in conjunction with records of ethnic job applicants and existing employees.

As the construction industry operates its employment opportunities more on recommendation the diversity policy will be communicated to the senior managers responsible for recruitment.

Selection criteria and procedures will be reviewed regularly to ensure they are not adversely or unjustifiably affecting the opportunities of persons from a particular group, and that all candidates are considered solely on the basis of their relevant merits and abilities during recruitment and promotion, such as CSCS cards, trade qualifications and management abilities.

All employees will be afforded an equal opportunity and be encouraged to progress within the company. Attention will be given to possible corrective measures necessary to overcome any under representation, i.e. alterations required under the Equality Act 2010

All employees have a personal responsibility towards implementation of this policy. The company also recognises the specific duty on management, supervisors etc. involved in recruitment and administration.

Any employee believing, they have been unfairly treated in any sense is entitled to raise the issue through the company's grievance procedure.

We do not accept nor tolerate, harassment or discrimination of any kind and if we see it, work fearlessly to eliminate it and take the appropriate formal action to deal with it.

Equity, Diversity and Inclusion are incredibly important to us and we will not shirk our responsibilities in creating an inclusive, diverse organisation that is void of harassment and discrimination and is right for every colleague.

Our culture we've created is where everyone is treated fairly, with dignity and respect.

Equity, Diversity and Inclusion are fundamental in the way we work at Southbay and is embedded into our culture and ways of working.

At Southbay we recognise and empower individual differences, we believe the uniqueness builds the strongest teams. We are proud to be committed to ensuring equity, diversity, fairness and inclusion is embedded in everything we do.

Our approach will always reflect the best practice principles that are set out in the Equality Act 2010 and the National Equality standards for Diversity, Equity and inclusion.

1.1 Equity, Diversity and Inclusion– what does it mean to us

Equity	Equity is about treating people fairly: this is not about treating everyone the same way. We believe no-one should experience any less favourable treatment, discrimination or be at a disadvantage. Everyone should have the same chances and opportunities.
Diversity	Recognising and respecting the differences in each of us. Examples of the things that make up diversity are: Age, appearance, ability, disability, life experiences, health, background, gender, family, friends, sexual orientation, religion, belief, values, culture, race and many more.
Inclusion	Creating an environment where everyone feels safe, valued and involved. We understand someone's differences and they are treated fairly

Below are the 9 characteristics protected in the Equality Act 2010 and informed by definitions from the Equality and Human Rights Commission.

Protected Characteristic	Definition
Age	Being of a particular age or within an age range (e.g. young, middle-aged, older person)
Disability	A physical or mental impairment that has a substantial and long-term negative effect on a person's ability to carry out normal daily activities
Gender Reassignment	Gender reassignment refers to a person who is proposing to undergo, is undergoing, or has undergone a process to change their sex. This includes individuals who identify as non-binary or who do not identify exclusively as male or female
Marriage and civil partnership	Marriage is a union between a man and woman or between a same sex couple. Couples can also have their relationship legally recognised as Civil partnership.
Pregnancy and maternity	Being pregnant or expecting a baby, Protection from pregnancy and maternity discrimination lasts until 26 weeks after birth outside employment, but in employment it is linked to maternity leave, which can last up to 52 weeks
Race	Race refers to a group of people defined by their race, colour, nationality, and ethnic or national origins
Religion or belief	Religion refers to any religion including lack of religion (e.g., Atheism) Belief includes religion and philosophical beliefs including lack of belief. Generally, a belief should affect someone's life choices or the way they live for it to be included in this definition.
Sex	Sex refers to a person being male or female, as recognised in law
Sexual Orientation	Sexual orientation refers to a person's emotional, romantic and/or sexual attraction to others, including, but not limited to, lesbian, gay, bisexual and heterosexual orientations

The Act makes it against the law for people to be treated unfairly in relation to the protected characteristics. We will not tolerate any form of discrimination, including harassment or bullying behaviour in relation to these characteristics or otherwise.

Human Rights Act statement:

At Southbay we are committed to protecting the human rights of all our colleagues and of everyone who receives direct or indirect services from us. We fully support the principles of the Human Rights Act and all associated legislation.

This policy statement has been developed with reference to the following:

- Human Rights Act 1998
- The Modern Slavery Act 2015

Key Principles

Child Labour	We will not employ workers under the legal minimum age for work as stipulated by the Employment Act 2008
Forced Labour	We will not make use of any forced labour or Debt-bondage labour in accordance with the modern Slavery Act 2015
Discrimination	We will not discriminate against any person
Discipline	We will not employ, or allow to be employed, any form of corporate punishment, physical coercion or verbal abuse. Any Disciplinary matter will be dealt with through a formal process.
Working Hours	Working Time directives will be adhered to as per the Working Time Regulations 1998 with opt-out clauses publicised to employees.
Remuneration	Wages paid for standard working hours will meet or exceed the minimum wage.

Terminology reference:

Direct Discrimination	Treating someone less favourable because of a protected characteristic. For example, rejecting a job applicant because of their religious beliefs or because they might be gay.
Indirect Discrimination	A provision, criterion or practice that applies to everyone but adversely affects people with a particular 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 responsibilities than men, such a requirement would be discriminatory unless it can be justified.
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. Harassment is dealt with further in our Anti-harassment and Bullying policy.
Victimisation	Retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.
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.


Version Control

This document does not form any part of an employee's terms & conditions of employment and can therefore be reviewed, amended and withdrawn at the discretion of Southbay.

Version Number	Effective Date	Amendment made by	Version approved by	Description of changes
1	April 2026	Adrian Jackson – Technical Manager	Paul Stephenson - Managing Director	New Policy Introduced
2	June 2026	April Brown – HR Manager	Paul Stephenson - Managing Director	Updated all sections



Signed for, and on behalf of, Southbay Civil Engineering Ltd:

Signed:.......... Date:.....29/06/2026.....

Paul Stephenson
Managing Director