

Document Name	Equality at Work Policy
Document Reference Number	DRI-POL-11
Date of last review	30/05/2018
Date due for review	30/05/2019
Person responsible for update	Managing Director
Version Number	5



## EQUALITY AT WORK POLICY

This Policy was first issued in December 2012 and will be reviewed and updated annually by the Managing Director to incorporate any legislative amendments or best practice updates.

Dribuild supports the principle of equality of opportunity in employment and will actively promote this through its policies, procedures and actions. This Policy aims to ensure that all employees and job applicants receive equal treatment irrespective of their gender, race, colour, nationality, ethnic origin, age, family commitments, sexual orientation, marital status, employment status, disability, political opinion, religion or belief.

We are committed to promoting and maintaining a good and harmonious working environment, in which no one feels under threat based on any personal characteristic.

We will ensure that recruitment, promotion and training selection criteria are fair, provide equality of opportunity and are seen to be fair by all employees and job applicants. Selection will be based on individual ability and performance and will exclude discriminatory considerations.

This Policy aims to protect part-time or fixed-term employees from being treated any less favourably than full-time or permanent employees.

We oppose the following:

**Direct Discrimination** - where a person is treated less favourably on account of the grounds of discrimination highlighted above.

**Indirect Discrimination** - where a requirement applied equally to all has a disproportionate effect on one particular group.

**Victimisation** - where an individual is treated less favourably because he or she has taken action against the company under a statutory provision.

Responsibility for the implementation of this Policy ultimately rests with the Board of Directors. Particular responsibility for the monitoring and implementation of the Policy is also vested in line managers, while every employee has a personal responsibility for the implementation of this guidance. Any instance of doubt about the application of the policy or other questions should be addressed to your line manager.

All employees are requested to cooperate with Dribuild's efforts to ensure that the Policy is implemented effectively. Disciplinary action may be taken against any employee failing to do so. Any employee who harasses any person within the working environment, will be subject to Dribuild's Disciplinary Procedure.

We are committed to supporting any disabled employees, making any reasonable adjustments to ensure they are not put at a disadvantage by any employment arrangements or physical feature of our workplace.

We will seek to ensure that individuals feel able to raise any grievances; no individual will be penalised for doing so in good faith. Complaints from job applicants will be investigated and any practices or policies that may be discriminatory will be reviewed.

Dribuild operates a remuneration system which fairly reflects individual performance.

All employees will be remunerated based on their own achievements and progress, but no reward or bonus will be awarded or withheld based on personal characteristics such as age, race, religion etc.

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All employees will receive the same holiday allowance on joining Dribuild; this will increase based on length of service in accordance with the provisions of the company HR Manual.


This Policy will be monitored and reviewed on a regular basis to take account of changing circumstances.

We encourage a working environment in which diversity is recognised, valued and encouraged, appreciating the multicultural and diverse nature of our own workforce and UK society in general. We are committed to the principles of fairness and mutual respect, with individuals taking responsibility for the fair and positive treatment of all around them. It is therefore the duty of all employees to ensure they observe and adhere to company guidance on equality and diversity matters at all times. Any breach would be viewed very seriously and lead to investigation and potential disciplinary action.

We recognise that any form of discrimination in the workplace is unacceptable - and in most cases unlawful. We have therefore adopted a robust policy to ensure that all job applicants, employees, clients and stakeholders are treated fairly and without prejudice. We are committed to applying this throughout all areas of employment, recruitment and selection, training, development, reward and promotion. We commit to dealing with grievances and disciplinary issues fairly and consistently for all involved.

Our policy is maintained in accordance with current legal requirements and will be updated in the event of any change in the law or developments in best practice. Additionally, we recognise that equality is best achieved by day to day commitment throughout our organisation, with support and training where necessary.

The selection methods we use for recruitment will be related to the requirements of the job; we will not demand any irrelevant qualifications. Applicants for employment are short-listed and selected solely on the basis of their assessed capability. We will ensure that no job applicant or employee receives unfavourable treatment on the grounds of any personal characteristic.

SIGNED ON BEHALF OF DRIBUILD GROUP	
<b>NAME</b>	<b>MATT TYLER</b>
<b>SIGNED</b>	
<b>POSITION</b>	<b>MANAGING DIRECTOR</b>
<b>DATE</b>	<b>30/05/2017</b>