

EQUAL OPPORTUNITIES POLICY

This policy relates to Freyssinet Ltd and its subsidiary Aquaforce Concrete Services Ltd. All references to the company or organisation includes both entities.

Freyssinet Ltd is committed to being a successful, caring and welcoming place for all employees. It aims to create a supportive and inclusive environment where its employees can reach their full potential, without prejudice and discrimination.

The Company is committed to a culture where respect and understanding is fostered, and the diversity of people's backgrounds and circumstances will be positively valued.

Equality of opportunity, valuing diversity and compliance with the law, is to the benefit of all individuals in the organisation as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with managers and supervisors, individuals at all levels have a responsibility to treat others with dignity and respect.

Freyssinet will do all it can to promote good practice in this area, in order to eliminate discrimination and harassment as far as is reasonably possible.

This policy aims to achieve equality by removing any potential discrimination in the way that employees are treated by fellow employees or the Company, including:

- people with disabilities
- people of different sexual orientations
- transgendered and transsexual people
- people of different races
- people on the grounds of their sex
- those of faith and of no faith
- in relation to their age
- in relation to their social class or medical condition
- people who work part-time
- those who are married or in a civil partnership
- women who are pregnant, have recently given birth or are breastfeeding.

Discrimination can be either direct or indirect discrimination. Some of the above are protected characteristics under the Equality Act 2010 and discrimination is prohibited unless there is a legal exception under the Equality Act.

Direct Discrimination

This is where someone is treated less favourably due to one (or more) protected characteristics. It can be intentional or unintentional discrimination. Occasionally the discrimination may occur due to a protected characteristic of another person, so the discrimination may be because of association. An example is an advert for a job that requires 'men only' or 'under 30s only'.

Indirect Discrimination

Indirect discrimination consists of applying a provision, criterion or practice which is applied to all but which in practice has a disproportionately adverse effect on groups of a protected characteristic.

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Victimisation

This is not the same as the common meaning of victimisation. It is specifically regarding treating someone less favourably because they have complained about or given information about discrimination or harassment, either regarding themselves or someone else.

Harassment

This forms part of the Equality Act but is covered in more detail in the Harassment Policy.

The Equality Act 2010 applies to how employees treat fellow employees, visitors, suppliers and former employees. The Act also applies to customers/clients.

The Company is committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination.

The aim of this policy is to ensure that no applicant or member of staff receives less favourable treatment on the grounds of a protected characteristic or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.

Complaints

It is the intention of the Company that employees who have a complaint get the matter rectified or are given an explanation as to why the circumstances exist, as soon as possible.

If employees feel they have been discriminated against or are being subjected to harassment, they should raise this in the first instance with their Line Manager or Departmental Manager/Director. If they feel unable to do so, or if the Manager is not able to deal with the problem in the time frame stated below, they should contact the Human Resources Department.

Stage	Employee to Contact	Time Limit for Response
One	Line Manager or Department Manager	Verbally or in writing within 3 working days
Two	Department Manager or Director	In writing within 5 working days
Three	Human Resources Manager	In writing within 10 working days

Responsibility

This policy is communicated to all employees via the Company intranet and website.

The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the Company.

The Human Resources Manager will be responsible for the day to-day operation of the policy. The Managing Director will be responsible for the implementation and monitoring of the policy.



Stephane Carayol
Managing Director