



Equality, Diversity and Inclusion Policy

HR06/Policy



Terms of Reference

Diversity is understanding that each individual is unique and recognising our individual differences. These could be race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies.

Equality is about ensuring that every individual has an equal opportunity to make the most of their lives and talents.

Discrimination is the unjust or prejudicial treatment of different categories of people.

Inclusion is the action of including or of being included within a group, building an inclusive culture for all employees is critical to the success of the organisation.

Protected Characteristics. The Equality Act 2010 covers the following protected groups – age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity. These are known as ‘protected characteristics’.

Company refers to any Aggregate Industries UK businesses.

Employee is anyone who has an employment contract with Aggregate Industries – i.e. not working through an agency or other third party arrangement.

Scope of Policy

This policy applies to all employees of Aggregate Industries UK. The purpose of this policy is to:

- Outline the legal regulations applicable to our workplace.
- Ensure all employees and managers are aware of their responsibilities to each other and ensure we understand our responsibilities to create an environment that is inclusive and free from discrimination.
- Provide clear guidance on employee rights and responsibilities around equality, diversity and inclusion in the workplace.

The contents of this policy also cover but is not limited to; job advertisements, recruitment and selection, training and development, opportunities for promotion, conditions of service, pay and benefits, conduct at work, disciplinary and grievance procedures, termination and post termination of employment.

Statement of Intent

Aggregate Industries is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. We have much to learn from diverse cultures and perspectives and we believe that this commitment will make our organisation more effective in meeting the needs of all our customers.

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 seek to attract a workforce that reflects the diverse community at large because we value and respect the individual contributions of all people. There is a responsibility on all employees, third parties and sub contractors to treat each other with dignity and respect. We aim to develop, promote and deliver our services, information and employment opportunities without discrimination on the basis of a person's race, disability, age, gender, religion, sexuality or any other aspect of an individual's background or heritage which is used as a justification for unfair treatment.

Aggregate Industries is committed to achieving zero tolerance in relation to discrimination or harassment of any kind. We recognise that our employees need to possess the levels of skill and knowledge appropriate to the roles they perform to deliver the quality of service our customers expect, in an environment of mutual respect creating a culture of co-operation and achievement that underpins the high quality of the services we offer.

Aggregate Industries does not discriminate on the basis of "protected characteristics". This policy applies equally to the treatment of our visitors, clients, customers and suppliers by our employees and the treatment of our employees by these third parties.

Aggregate Industries values the diverse nature of their people and seeks to manage any diversity issues which arise, in a consistent, fair and sensitive manner and will not tolerate any discriminatory practices or behaviour. Everyone has a duty to act in accordance with this policy and to treat employees with dignity at all times.

Core Policy

The policy's purpose is to:

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

In accordance with its statement of intent, Aggregate Industries commits to the following:

1. Aggregate Industries recognises that to be successful both now and in the future we need to develop the potential and ability of all employees to the full. In order for this to take place, all employees will be given equality of opportunity and encouragement to progress within the organisation.
2. Everyone is asked to take responsibility for their personal involvement in the practical application of this Policy.

To facilitate this:

- A. Copies of the Policy will be made available throughout the organisation on the Company intranet. Everyone is responsible for the success of the Policy and must ensure that they familiarise themselves with the Policy and act in accordance with its aims and objectives.
- B. Those working at management level have a particular responsibility to set appropriate standards of behaviour, to lead by example and to ensure that those they manage adhere to the Policy.
- C. All legal obligations under the Equality Act 2010 and other relevant legislation will be recognised and this policy will be reviewed as necessary to comply with relevant legislation.

- D. Grievance procedures are provided for any employee who believes they have been treated unfairly or subjected to discrimination, harassment, bullying or victimisation. Issues can be raised through this process.
- E. The disciplinary procedure may be used where employees fail to observe their own responsibilities for this Policy.
- F. Discrimination may be considered an act of gross misconduct which can lead to summary dismissal or summary termination of contract/engagement.

We're committed to:

- improving our performance in the area of equality and diversity and inclusion as a service provider, contractor and employer.
- meeting our statutory duty under the Equality Act 2010.

Our Responsibilities

Every colleague is responsible for embedding a culture that welcomes diversity and one that challenges and deals with unfairness and discrimination. While recognising that it is the responsibility of all employees of Aggregate Industries to accept their personal involvement in the practical application of this policy, it is necessary to designate responsibilities for the specific implementation.

The overall responsibility for monitoring the effectiveness of this policy and, for implementing an ongoing programme of action to make it fully operational, is vested in the Directors of the company.

The organisation commits to:

- Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense.
- Create a working environment promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.
- Create an environment free of bullying, harassment, victimisation and unlawful discrimination.

This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, creating an inclusive environment and prevent bullying, harassment, victimisation and unlawful discrimination.

- Make opportunities for training, development and progress available to all colleagues, 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.
- Decisions concerning employees being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- 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.
- 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.

Aggregate Industries are responsible for ensuring that:

- Appropriate systems and resources are in place to ensure the operational effectiveness of this policy and the Company's statutory duties within it.
- The policy is communicated effectively to ensure all staff are aware of their statutory duties and the policy in relation to issues of equality and diversity.
- The policy and the statutory duties within, are fully adhered to and properly carried out by themselves and by all staff and associates.

All colleagues are responsible for:

- Receiving and reading the Company's Equality, Inclusion and Diversity Policy, and for seeking advice and assistance if their understanding is unclear or interpretation uncertain.
- Actively working to help create a culture that is inclusive and values difference.
- Adhering to the policy at all times.
- Challenging instances of prejudice, discrimination or harassment whenever and wherever encountered.
- Bringing to the attention of management, any procedures, practices, services or facilities that limit equality of opportunity or access.

All employees, contractors and visitors have equalities related responsibilities.

Managers are responsible for:

- Ensuring that procedures relating to recruitment, selection, career development, discipline and grievance are carried out in accordance with the statutory duties to promote equality, diversity and inclusion and eliminate discrimination.
- Fostering a culture in which equality and diversity considerations are embedded into their work areas.
- Ensuring that employees are encouraged and enabled to reach their full potential.
- Identifying appropriate team and individuals' development to meet the needs of their respective areas.

Human Resources are responsible for:

- Supporting managers in ensuring that procedures relating to staff recruitment, selection, career development, discipline and grievance are carried out in accordance with the statutory duties to promote equality, diversity and inclusion and eliminate discrimination.

Equality, Diversity and Inclusion working group are responsible for:

- Setting a strategy that supports Aggregate Industries in creating an inclusive and diverse environment.
- Representative of a cross section of employees and businesses to ensure that our people processes are continually reviewed and supportive of a diverse and inclusive workplace.
- Providing advice, guidance and support on the application of this policy.

Equality and Diversity in Recruitment, Selection, Development and Training

Recruitment of Employees

It is Aggregate Industries intention to recruit the most suitable person for any position in a fair and non-discriminatory manner. It is essential that recruitment and selection procedures are based on objective criteria related to the needs of the job, and that such criteria are applied equally at all stages during the process to all applicants at all levels within the organisation. Please see our resourcing policy for further details.

To monitor how successful we are at ensuring equality of opportunity in the workplace, we monitor:

- who we're attracting to apply.
- if we advertise in the right places.
- who is successful at the application, interview and offer stages.
- if particular groups are disadvantaged by the way we do things.
- if everyone has an equal opportunity to apply for and go on relevant training.
- if people are getting paid equally for work of equal value.
- if performance bonuses are allocated fairly.

We hold this information on a database with restricted access for monitoring purposes only.

Employee Development and Training

We will seek to provide an inclusive learning and working environment. that is free from unlawful discrimination, harassment or victimisation. Aggregate Industries will take positive action to remove barriers to achievement and will seek to ensure that no-one in its employment is disadvantaged from being able to realise their full potential.

Aggregate Industries wishes to ensure that no employee is disadvantaged in the provision of appropriate training and development opportunities. The following procedures should be followed:

- All employees should participate in the annual performance review process, which will assess their current level of job performance as well as their training and career development needs.
- All employees will have access to, and be encouraged to take advantage of suitable training and development opportunities.

- Decisions relating to career development should be based on objective criteria which are fairly applied. The ability to meet the requirements of the position successfully should be the main criterion for promotion.

Monitoring

As part of Aggregate Industries's commitment to equality and diversity, monitoring will be carried out at the recruitment stage, and at subsequent regular intervals during the individual's career. Information from monitoring will assist with a system of management reporting which assesses the success of its equality and diversity policy, and periodic reviews of this Policy. In particular, Aggregate Industries will report on key measures which include gender composition of the workforce, age, race, ethnic origin, sexual orientation, disability, religion or belief.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with the General Data Protection Regulations 2018.

Aggregate Industries will also participate annually in the Highways England ED&I data submission exercise, playing an active role in the contribution and learning of good practise within industry.

Affinity Groups

This is a voluntary group of representatives from across our business who regularly meet to discuss common issues and recommend good practice and activities to undertake within the business. A representative from each Affinity Group is a member of the ED&I Taskforce.

Any employee is welcome to form or join an Affinity Group and as an organisation we will support employee participation by allowing them time away from their role to attend meetings and actively contribute to ED&I strategy.

ED&I Standard

To validate our strategy to ED&I and to improve our ways of working Aggregate Industries are committed to working towards a recognised ED&I standard, which ensures our continued work and improved working practices, but also demonstrates to our employees, customers and potential future employees our solid commitment.