

## Introduction

- 1.1 Compass Building and Construction Services Ltd, as a responsible employer, understands the importance of adopting an Equal Opportunity Policy, which encourages good employment practices, including those covered by Codes of Practice, which may be issued from time to time by Government Bodies or Agencies relating to employment practice. In addition to our legal responsibilities, the organisation has adopted a policy of Equal Opportunities, through a concern for our employees and by our need to make the most effective use of our human resources. This is fundamental to our business and essential for the delivery of high-quality customer service.

## Policy Statement

- 1.2 The Organisation embraces and supports the principles of Equality of Opportunity in employment and opposes all forms of unlawful or unfair discrimination on the basis of colour, race, religion, nationality, ethnic or national origin, sex, sexual orientation, gender reassignment, marital status, trade union membership, age or disability or any other inappropriate distinction. We believe that it is in the best interests of the business that all individuals will have equality of opportunity for employment and advancement on the basis of their relevant merits and abilities alone. Accordingly, the Organisation is committed to ensuring that there is no discrimination on the above grounds in recruitment and selection; training, development, promotion and career progression; in our probationary arrangements; remuneration and benefits; discipline and grievance issues; and in any dismissal or redundancy. This policy is designed to ensure that all present and prospective employees receive equal treatment and are not disadvantaged by conditions or requirements, which cannot be properly justified.

## Responsibility for the Policy

- 1.3 The Organisation realises that it is critical that its commitment to Equality of Opportunity is perceived by all employees and prospective employees to be genuine and accordingly, the Managing Director will have overall responsibility for the policy. In addition, the Board of Directors will oversee the effective operation of the policy. The responsibility for the implementation and monitoring of the policy will reside with the Board of Directors. All managers will be responsible for ensuring that the policy is implemented and maintained within their own areas of responsibility and the integrity of decisions within their remit in relation to Equality of Opportunity. This includes the responsibility of ensuring that all employees below them comply with this policy and do not fall foul of the requirement placed upon everyone in the Organisation to treat all individuals as equals.
- 1.4 All employees are responsible for ensuring that their actions are executed in the spirit of the policy and should co-operate with any measures introduced by management, which are designed to promote equality of opportunity and non-discrimination.
- 1.5 Visitors and sub-contractors also have a responsibility to ensure that their actions comply with both the requirements and spirit of the policy.

## Unlawful Discrimination

- 1.6 Unlawful discrimination of any kind in the working environment will not be tolerated, and the Company will take all necessary action to prevent its occurrence.
- 1.7 Specifically, the Company aims to ensure that no employee, worker or job applicant is subject to unlawful discrimination, either directly or indirectly, on the grounds of sex, gender reassignment, race (including colour, nationality, caste and ethnic origin), disability, neurodiversity, sexual orientation, marital status, part-time status, pregnancy or maternity, age, religion or belief, political belief or affiliation or trade union membership. This commitment applies to all aspects of employment, including:-

- Recruitment and selection, including advertisements, job descriptions, interview and selection procedures;
- Training;
- Promotion and career-development opportunities;
- Terms and conditions of employment, and access to employment-related benefits and facilities;

- Grievance handling and the application of disciplinary procedures;
- Selection for redundancy.

Equality, diversity and inclusion practice is developing constantly as social attitudes and legislation change. The Company will review all policies and implement necessary changes where these could improve equality of opportunity.

## **Inclusion**

- 1.8 Everyone within the Company must fully understand and comprehend how this policy will affect them. When working for or representing the Company you must abide by the following when carrying out your duties:-
- Ensure that you are always presenting the best of yourself at work and in supporting your colleagues so that we encourage an engaged, welcoming and committed workplace which realises the potential of all involved;
  - Understand the policies surrounding Equality, Diversity and Inclusion in the capacity of your role and how they affect not only you but your fellow colleagues be receptive and open to differences and where appropriate challenge your own thinking to ensure you do not fall foul of making assumptions about colleagues and/or clients who may be different to you;
  - Understand the full breadth of the negative impact discrimination of any kind can have on the Company, our clients and your colleagues;
  - Follow the appropriate channels to challenge behaviours that are not inclusive;
  - Ensure that the Company's Equality, Diversity and Inclusion Policy is at the forefront of your mind when dealing with clients in order to respect their differences so that you represent the Company in the correct light.

## **Managers**

- 1.9 In addition, managers must:-
- Establish inclusive values throughout your team to ensure differences are being valued and inappropriate behaviour is being challenged swiftly;
  - Take appropriate action where there is a clear breach of the Company's Equality, Diversity and Inclusion Policy in order to discourage such behaviour, e.g. provide relevant training to encourage correct behaviours;
  - Be a clear role model to the team you manage to demonstrate your own actions and behaviours are in line with those of the Company's inclusion commitment;
  - Consider all steps to ensure inclusion is prevalent within every stage from induction to exiting, ensuring that all decisions taken are based completely on merit and that clear opportunities to develop skills and potential is available to all.

## **Communicating the Policy**

- 1.10 The Board of Directors undertakes to publicise the policy and associated programmes within the Organisation, to make them known to new employees, to prospective employee and to declare itself an Equal Opportunity employer in all job adverts.

## **Recruitment of Ex-Offenders**

- 1.11 The Company actively promotes equality of opportunity for all candidates, including those with criminal records where appropriate.
- 1.12 The Company requires you to provide details of any relevant criminal record at an early stage in the application process. Specific rules about which convictions and spent convictions you should disclose and those you need not disclose - known as "protected convictions" – are contained in legislation.
- 1.13 Any such information should be sent in a separate confidential letter to the designated person. Only those who need to see it as a formal part of the recruitment process will have access to this information.

- 1.14 Having a criminal record will not necessarily prevent you from being appointed. Any recruitment decision will depend on the nature of the position and the circumstances and background of the offence(s). The Company will discuss with you the relevance of any offence to the job in question.
- 1.15 If you fail to reveal any information relating to disclosures in accordance with the Company's Disclosures Policy, this may lead to the withdrawal of an offer of employment.
- 1.16 The Company's policy in relation to the handling of criminal records data is contained in the Disclosure and Disclosure Information Policy.

### **Career Development**

- 1.17 While positive measures may be taken to encourage under-represented groups to apply for employment opportunities, recruitment or promotion to all jobs will be based solely on merit.
- 1.18 Everyone will have equal access to training and other career-development opportunities appropriate to their experience and abilities.
- 1.19 However, the Company will take appropriate positive action measures (as permitted by Equal Opportunities legislation) to provide specialist training and support for groups that are underrepresented in the workforce and encourage them to take up training and career-development opportunities.

### **Remuneration and Benefits**

- 1.20 The Organisation will comply with the requirements of the Code of Practice on Equal Pay and terms and conditions afforded to employees will be made without discrimination.

### **Complaints of Discrimination**

- 1.21 Everyone is responsible for the promotion and advancement of this policy. Behaviour, actions or words that breach the policy will not be tolerated and could be deemed an act of discrimination.
- 1.22 The Company will treat seriously all complaints of discrimination made by employees, clients, customers, suppliers, contractors or other third parties and will take action where appropriate.
- 1.23 If you believe that you have been discriminated against, you are encouraged to raise the matter as soon as possible with your manager or other senior manager using the Company's Grievance Procedure (outlined elsewhere in the Employee Handbook). If the Grievance Procedure does not apply, you should raise a complaint to a senior manager.
- 1.24 Allegations regarding potential breaches of this policy will be treated in confidence and investigated thoroughly. If you make an allegation of discrimination, the Company is committed to ensuring that you are protected from victimisation, harassment or less favourable treatment. Any such incidents will be dealt with under the Company's Disciplinary Procedures (or other such appropriate measures where the Disciplinary Procedure does not apply).

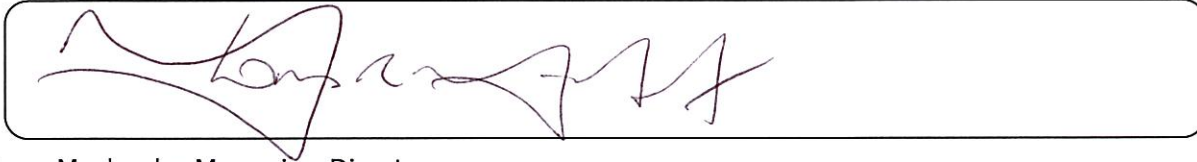
### **Investigating Accusations of Unlawful Discrimination**

- 1.25 If you are accused of unlawful discrimination, the Company will investigate the matter fully.
- 1.26 During the course of the investigation, you will be given the opportunity to respond to the allegation and provide an explanation of your actions.
- 1.27 If the investigation concludes that the claim is false or malicious, the complainant may be subject to disciplinary action.
- 1.28 If the investigation concludes that your actions amount to unlawful discrimination, you will be subject to disciplinary action, up to and including dismissal without notice for gross misconduct.

### Monitoring the Policy

1.29 The Organisation will monitor the implementation and effectiveness of this Policy. This will be done by monitoring the Organisation's workforce and individuals applying for jobs from outside the company, in relation to colour, race, religion, nationality, ethnic or national origin, sex, sexual orientation, marital status, age or disability (all if and as known). Such information will be confidential and used for monitoring purposes only.

Signed



Thom Macleod – Managing Director

19 February 2026

19 February 2027

Date:

Review Date:

