



Equal Opportunities, Diversity, Bullying and Harassment Policy

A.C. Webb Electrical Contractors Limited ("the Company") is committed to providing a working environment that promotes equality, diversity, inclusion, dignity and respect for all individuals.

The Company recognises that a diverse and inclusive workforce contributes positively to business performance, customer service and a professional working environment.

This policy applies to all employees, subcontractors, agency workers, job applicants, customers, suppliers and anyone acting on behalf of the Company.

Policy Statement

The Company operates a zero-tolerance approach to unlawful discrimination, bullying, harassment, sexual harassment and victimisation.

We are committed to ensuring that no individual is treated less favourably because of a protected characteristic under the Equality Act 2010, including:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

All employment decisions will be based on merit, qualifications, competence, experience and business needs.

Recruitment and Employment

The Company is committed to providing equal opportunities throughout the employment lifecycle.



We aim to:

- Recruit, train and promote individuals based on ability and suitability for the role
- Provide equal access to training and development opportunities
- Ensure fair and objective employment practices
- Make reasonable adjustments for employees and applicants with disabilities where practicable
- Foster an inclusive working environment where all individuals can contribute and develop

Respect in the Workplace

The Company is committed to providing a working environment where all employees, subcontractors, applicants, customers and other stakeholders are treated with dignity, courtesy and respect.

All employees and subcontractors are expected to:

- Treat others fairly, professionally and respectfully.
- Promote an inclusive and positive working environment.
- Avoid behaviour that could be considered discriminatory, intimidating, offensive, bullying, harassing or inappropriate.
- Challenge and report unacceptable behaviour where appropriate.
- Comply with Company policies and procedures at all times.

Any breach of this policy may result in disciplinary action.

Prevention of Bullying, Harassment and Sexual Harassment

The Company is committed to taking reasonable steps to prevent bullying, harassment and sexual harassment in the workplace.

Bullying may include offensive, intimidating, malicious or insulting behaviour, misuse of authority, or conduct that undermines, humiliates or injures another person.

Harassment includes unwanted conduct related to a protected characteristic that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.



Sexual harassment includes unwanted conduct of a sexual nature that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

The Company is committed to:

- Promoting a respectful and professional working environment.
- Communicating expected standards of behaviour to employees and subcontractors.
- Taking reasonable steps to prevent bullying, harassment and sexual harassment.
- Investigating complaints promptly and appropriately.
- Taking disciplinary action where misconduct is identified.
- Reviewing workplace arrangements where concerns are raised.
- Preventing harassment by employees, subcontractors, customers, suppliers, visitors and members of the public.
- Promoting a culture where concerns can be raised without fear of retaliation.

Training and Awareness

Employees will receive information, instruction and guidance regarding equality, diversity, bullying, harassment, sexual harassment and acceptable workplace behaviour.

This may be provided through:

- Employee induction.
- Policy issue and acknowledgement.
- Toolbox talks and management briefings.
- Refresher training where appropriate.

The Company will communicate this policy to employees and subcontractors and will ensure that expectations relating to behaviour, respect and reporting concerns are clearly understood.



Employee Understanding

All employees are required to read Company policies and confirm their understanding through the Company's Employee Policy Acknowledgement Process.

Employees are expected to comply with Company standards of behaviour at all times.

Reporting Concerns

Any employee who experiences or witnesses bullying, harassment, sexual harassment, discrimination or victimisation should report the matter as soon as reasonably practicable.

Concerns may be reported to:

- Their Line Manager.
- Jason Webb, Managing Director.
- Through the Company's Whistleblowing Procedure.

All concerns will be treated seriously, investigated fairly and handled confidentially where possible.

The Company will not tolerate victimisation or retaliation against anyone who raises a genuine concern in good faith.

Third Party Harassment

The Company regularly works at customer premises, construction sites and locations where employees may interact with customers, clients, contractors, suppliers and members of the public.

The Company expects all third parties to treat employees and representatives with dignity and respect.

Any incident of bullying, harassment or sexual harassment by a third party will be investigated and appropriate action taken. This may include reporting the matter to the client, principal contractor, customer or relevant authority and, where necessary, removing employees from the situation.



Responsibilities

Jason Webb, Managing Director, has overall responsibility for ensuring this policy is implemented and maintained.

Managers, supervisors, employees and subcontractors are expected to:

- Support the principles of equality, diversity and inclusion.
- Promote respectful and professional behaviour.
- Comply with this policy at all times.
- Challenge and report inappropriate behaviour where appropriate.
- Support reasonable steps to prevent bullying, harassment and sexual harassment.

The cooperation of all personnel is essential to the successful implementation of this policy.

Compliance

The Company is committed to complying with:

- Equality Act 2010
- Worker Protection (Amendment of Equality Act 2010) Act 2023
- Human Rights Act 1998
- Relevant employment legislation and associated Codes of Practice

Review

This policy will be reviewed annually and whenever significant changes occur in legislation, company activities, operational risks or organisational structure.

Name: Jason Webb (Managing Director)

Date: June 2026

Review Date: June 2027

Signature: *Jason Webb*