

EQUALITY & DIVERSITY POLICYIssue No: 03
Issue Date: 29/09/2024

Haigh Rail is committed to promoting diversity and providing equal opportunities, which is demonstrated through our employment policies, procedures, and practices. Our aim is that our workforce will be truly representative of all sections of society and each person feels respected and able to give their best.

All employees will be helped and encouraged to develop their full potential, and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

Diversity of the workforce is a cornerstone of good business. Everyone, regardless of their sex, race, age, disability, pregnancy and maternity, religion or belief, gender reassignment, marital and civil partnership status, sexual orientation, responsibility for dependants, trade union membership, employment status or hours of work should and will be treated equally, with fairness, honesty, respect, and dignity, and will respect the human rights of everyone working on our behalf.

This policy applies equally to the treatment of our visitors, clients, subcontractors and suppliers by our employees and the treatment of our employees by these third parties

The following principles will apply to ensure Haigh Rail meet the requirements of this Policy:

• Recruitment and Selection

- Selection criteria are reviewed regularly to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.
- Selection is based on the competencies relevant to the job and the applicants' experience in relation to those criteria.
- We consider requests for flexible working from all employees and job applicants.

• Training and Development

- We will raise awareness of equality and diversity among all our employees so that they may recognise and take an active role against all forms of discrimination and harassment.
- We ensure line managers are aware of equal opportunities when managing recruitment, promotion, training and development, transfer opportunities, conditions of service, pay and benefits, health and safety, grievance and disciplinary procedures and termination of employment, including redundancy.
- We bring the Equality and Diversity Policy to employees' attention at the Induction.

• Career Development

- We ensure that all employees are treated fairly and consistently through the performance development review. Discussions are based on the performance of the individual in their day-to-day tasks and their individual objectives. It is also a discussion about the development and career progression of the employee.
- We monitor performance development review documentation to ensure fairness.

• Specific Needs

- We take appropriate steps to accommodate the requirements of employees' religions, cultures, and care responsibilities.
- We make reasonable adjustments to the business premises and working arrangements for disabled job applicants and employees, including employees who become disabled during their employment.

• Bullying and Harassment

- We ensure that any grievance involving discrimination or harassment is considered seriously, thoroughly, and fairly. No form of intimidation, bullying or harassment will be tolerated. Every employee is entitled to a working environment that promotes dignity and respect to all.

Everyone who works for Haigh Rail, either directly or indirectly, at any office or site, is responsible for the promotion and progression of this policy.

Haigh Rail will not tolerate or condone any form of discrimination. Behaviour, actions, or words that contravene this policy will not be tolerated.

All employees have a duty to co-operate to ensure that this policy is effective to ensure equal opportunities and to prevent discrimination. Disciplinary action will be taken against any employee who breaches this policy and serious breaches will be treated as gross misconduct.

Signed:



(Managing Director)

Dated: 29/09/2024