

Equality, Diversity and Inclusion Policy

Coniston Limited is an equal opportunities employer and is committed to the principles of equal opportunity and following practices which are free from unfair and unlawful discrimination. This includes our commitment to building an organisation that makes full use of the talents, skills, experience, and different cultural perspectives available in a multi-ethnic and diverse society, and where people feel they are respected and valued, and can achieve their potential regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. All employees are covered by this policy, and it applies to all areas of employment including recruitment, selection, training, deployment, career development, and promotion. These areas are monitored, and policies and practices are amended if necessary to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.

HR has responsibility for implementing and monitoring this policy and, as part of this process, all personnel policies and procedures are administered with the objective of promoting equality of opportunity and eliminating unfair or unlawful discrimination. Our objective is to ensure that individuals are selected, promoted, and otherwise treated solely based on their relevant aptitudes, skills and abilities.

We aim for the composition of our workforce to reflect that of the society in which we operate. In addition, as and when we advertise vacancies for particular (construction) contracts, every effort will be made for the workforce to reflect the demographic of the local community where the project will take place. Where appropriate, special training will be provided to allow all groups to compete on genuine equal terms for vacancies and promotions. Recruitment or promotion to any position will be awarded strictly on merit.

Working in a largely male dominated industry, Coniston Limited recognises the importance of investing in women. To this end, the company will ensure that senior management positions are accessible to women. It will identify potential female leaders and train them to develop their strengths and abilities for future promotion to senior level positions within the company.

Coniston has a policy of open recruitment and endeavours to ensure that all job vacancies are advertised across a range of accessible mediums to ensure no groups are excluded from applying for vacancies. All vacancy advertisements will include an appropriate short statement on Equal Opportunity.

All employees, workers or self-employed contractors whether part time, full time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability. 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 Company.

Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in our Company as we seek to develop the skills and abilities of our 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. The personal commitment of every employee to this policy and application of its principles is essential to eliminate discrimination and provide equality throughout the Company.

The Company is committed to:

- Acting as role model with values and behaviours which foster workforce diversity.
- Drawing the attention of all those responsible for recruitment, selection, training, grievance or disciplinary or dismissal decisions to this policy.
- Communicating with, consulting and educating all employees in respect of their responsibilities and the company's commitment towards the promotion of equality and inclusion for all employees.
- Creating an environment in which individual differences and the contributions of our staff are recognised and valued.
- Entitling every employee, worker or self-employed contractor to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Providing training, development and progression opportunities to all staff.
- Understanding equality in the workplace is good management practice and makes sound business sense.
- Reviewing all our employment practices and procedures to ensure fairness.
- Providing services to which all clients are entitled regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, offending past, caring responsibilities or social class.
- Selecting those for employment, promotion, training, or any other benefit purely on the basis of aptitude and ability.
- Monitoring and reviewing this policy annually.
- Having clear procedures that enable our clients, candidates for jobs and employees to raise a grievance or make a complaint if they feel they have been unfairly treated.
- Treating breaches of our equality, diversity and inclusion policy as misconduct which could lead to disciplinary proceedings.
- Ensuring all staff feel able to come forward with any issues with which they may need Company assistance and understanding with.

It is more important than ever for us to have the right culture and embrace equality, diversity and inclusion. We recognise that our staff are of fundamental importance to our future success.