



Building and Civil Engineers Ltd

Equality, Diversity, and Inclusion Policy.

Introduction

AAA Building and Civil Engineers Ltd is committed to promoting equality and tackling discrimination. This means treating people fairly, valuing differences and removing the barriers that prevent people from fully participating in public life and realising their full potential. As a Company we have worked extremely hard to reduce inequality, yet we know that some people still experience disadvantage and unfair treatment simply because of their personal characteristics or circumstances.

This Policy sets out how we will make equality integral to the way we reach decisions, provide services, recruit, and support our employees, work with other organisations, and involve local people. Our aim is to make AAA Building and Civil Engineers Ltd a fully accessible and inclusive organisation that welcomes and respects the diversity of its residents, service users, elected members, staff and visitors to the district.

2. Scope

This policy applies to all who represent AAA Building and Civil Engineers Ltd in any capacity including employees, Directors, and Company owners. The policy also applies to suppliers, sub-contractors, and partners in our supply chain.

We all have a right to be treated fairly and with dignity and respect. We are also responsible for ensuring that our own actions and behaviours are fair and that we respect the dignity of others.

3. Understanding equality, diversity, and inclusion

- Equality is not about 'treating everyone the same' but recognising that everyone is different, and that people's needs are met in different ways. We would define equality as essentially being about fairness and ensuring that we all have the best possible chance to succeed in life whatever our background or identity.
- Diversity is about understanding that everyone is unique, recognising, respecting, and celebrating the added value that differences bring.
- Inclusion is where difference is seen as a benefit and where perspectives and differences are shared, leading to better decisions. An inclusive working environment is one in which everyone feels valued, that their contribution matters, and they can perform to their full potential, regardless of background, identity or circumstances. An inclusive workplace enables a diverse range of people to work together effectively.

4. Our legal responsibilities

AAA Building and Civil Engineers Ltd, as an employer and service provider, will meet all legal duties in respect of equality and diversity. The key piece of legislation is the **Equality Act 2010**, which protects people from discrimination on the basis of the following nine protected characteristics: age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion & belief, sex, and sexual orientation.

The Act contains an integrated Public Sector Equality Duty, which requires all public bodies and private bodies that deliver a public function, to consider the needs of protected groups when designing and delivering services.

Under the Act, AAA must have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

Having due regard for advancing equality involves:

- Removing or minimising disadvantages suffered by people due to protected characteristics.
- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
- Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

Section 1 of the Equality Act, the Socio-economic duty, requires public bodies to adopt transparent and effective measures to address the inequalities that result from differences in occupation, education, place of residence or social class (the additional characteristics not explicitly covered by the Public Sector Equality Duty).

AAA Building and Civil Engineers Ltd will also comply with the Conventions contained within the **Human Rights Act 1998**, which sets out the fundamental rights and freedoms that individuals in the UK have access to.

5. Our commitment

AAA is committed to ensuring equality, fairness, inclusion and good relations are at the heart of everything we do - be it policymaking, service delivery or employment practice.

To support our commitment to equality, diversity and inclusion, AAA will:

1. Comply with and embrace equality law and good practice, which includes carrying out our public sector duties to promote equality.

2. Regularly monitor and assess the impact of our policies, services, and functions to ensure they are fair and reflect people's different needs and opinions.
3. Use our influence with our Clients, Suppliers, to generate opportunities in the Company.
4. Celebrate diversity and support campaigns for greater equality and awareness.
5. Make equality and consideration of diversity a part of our everyday business. To do this we will expect all of our employees and contractors to:
 - Treat everyone with courtesy, dignity, and respect at all times
 - Provide the best possible standards of service and value for money to our clients and customers.
 - Consider the needs and opinions of every Employee.
6. Promoting diversity, preventing inequality, and tackling discrimination is not solely the responsibility of AAA. We will also work with wider Clients and Customers to promote an equal and inclusive approach across the whole of the working sector.

5.1 Specific commitments in procurement

When we procure or commission services, we will aim to:

- Consider equality of access in service delivery
- Ensure contractors, suppliers and partners are aware of what the authority expects in relation to equality and diversity and understand that they must provide services that are free from harassment, discrimination, or victimisation.
- Ensure that the tendering processes include EDI as part of the selection criteria.
- Provide guidance to employees about how to include EDI in procurement and commissioning processes.

6. Employing, supporting, and developing our workforce

Our employment practice is guided by the principles of equality and fairness. This includes recruitment, terms and conditions, appraisals, learning and development, promotion and when ending employment. Our activities and approach to achieving this.

6.1 Specific commitments in employment

AAA Building and Civil Engineers Ltd is committed to being a fair and supportive employer, developing the skills and talent within our workforce so that employees are able to deliver high quality services to everyone. To achieve this, we will:

- Carry out recruitment fairly.
- Provide training to employees so that they can implement this policy.
- Treat all employees fairly, with dignity and respect at all times.

- Tackle unacceptable behaviour in the workplace.
- Provide employees with opportunities to influence the development of our policies and practice.
- Reward all employees fairly and provide employment conditions which support them to do a good job.
- Promote a good work-life balance and opportunities to work flexibly.
- Support disabled employees by making reasonable adjustments.

As stated in our specific commitments, all employees should be treated with respect and dignity in the workplace. AAA will not tolerate unacceptable behaviour in any form.

7. Who is responsible for equalities?

Equality is the responsibility of every, employee of AAA Building and Civil Engineers Ltd, and any other person or organisation employed by AAA to work or to deliver services on its behalf. We will use all available routes to communicate and promote this policy:

- Employees will promote our commitment to equality, diversity, and inclusion in their day-to-day work.
- Strategic Leadership Team will be responsible for overall management and direction of EDI commitments.
- The Company owners will oversee this policy and monitor the extent to which we are achieving our commitments.
- Managers will make sure EDI is core to service delivery and employee management.
- All employees will ensure they are aware of this policy and take responsibility to promote EDI and challenge discrimination.
- Contractors, suppliers, and potential suppliers will be advised of this policy through the tendering and contract review processes and will be expected to adhere to the policy.

8. Equality information

- Inform our service planning, policy development and decision-making process.
- Understand the impact of policies, practices, and decisions on people with different protected characteristics, and to plan them more effectively.
- Help identify key equality issues.
- Develop and monitor our equality objectives.
- Identify ways of improving performance.
- demonstrate compliance with the Equality Duty.

When we ask staff and service-users to provide information about their personal characteristics, this will only be done where the information is relevant to the aims of the equality duty – for example if there are known inequalities in relation to a particular outcome or service. AAA will always make it clear that disclosure of sensitive information (e.g., sexual orientation, gender orientation or religion or belief) is optional and not compulsory.

However, without gathering some form of evidence, it may be difficult to monitor the impact of policies and procedures on certain protected groups. AAA will aim to overcome this by creating a culture of trust whereby individuals are comfortable disclosing such information.

AAA will uphold its duty to protect an individual's right to privacy and will not publish information that could identify an individual. Nor will the information be used to identify an individual or decide about them purely on the grounds of the information that has been provided in relation to their protected characteristics.

All personal data will be processed in accordance with the Data protection act. and in compliance with our Data protection policy.

11. Protecting people

young people and vulnerable adults are everybody's business, wherever they work and whatever they do for AAA. This includes staff, and people who work for organisations that provide services on behalf of AAA. We will endeavour to ensure all staff are aware of our responsibilities.

12. Implementing this Policy

AAA recognises that leadership, ownership, and commitment by staff, with adequate resources allocated, are essential for this policy to be effective.

Our work will be guided by the codes of practice and guidance.

Leadership & Organisational Commitment

Workforce

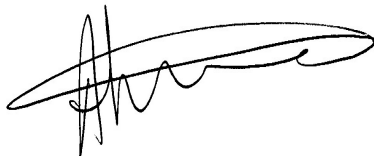
Build a diverse and engaged workforce, where everyone is respected.

- Equip our workforce, including our leadership to meet the needs of the Customers and clients we provide a service to.
- Take actions agreed in our Organisation and resulting from equality workforce monitoring.
- Ensure that our employees feel equal and included and are not subject to any unfair disadvantage regardless of their background and/or characteristics.

14. Review

We will continually seek to develop our approach to equality, diversity, and inclusion by identifying good practice in employment and service delivery. The company owners will review this policy annually.

It is essential that we monitor our performance against our Equality Objectives and continue to challenge progress over time.

A handwritten signature in black ink, appearing to read 'Annika Thorpe', with a large, sweeping horizontal stroke at the end.

Annika Thorpe
Company Director
04/01/2025