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Equality Policy

John Wade Groundworks Ltd
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Approved By: John Wade, Managing Director

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Equality Policy

The aim of this policy is to communicate the commitment of Joh Wade Groundworks Limited to the promotion of equality of opportunity within the business. It is our policy to ensure equality of employment and selection for employment to all, irrespective of;

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependents
- Religious belief or political opinion
- Race, including colour, nationality, ethnic or national origins
- Disability
- Sexual orientation
- Age

We are opposed to all forms of unlawful and unfair discrimination. All employees will be treated fairly and will not be discriminated against on any of the above grounds. Decisions on employment, selection for promotion, training or any other benefit, will be made objectively, without unlawful discrimination and based on aptitude and ability.

Diversity

We recognise that everyone is different and has something unique to offer. We want to respect and understand these differences and to make the most of everyone's talents. The provision of equal opportunities in all our activities will benefit John Wade Groundworks Limited and this Policy will help employees to benefit their full potential. The talents and resources of our employees will be utilised fully to maximise the effectiveness of the company.

We are committed to

- Promoting equality of opportunity for all persons
- Promoting a good and harmonious workplace in which everyone is treated with respect and dignity and in which no form of intimidation or tolerance is tolerated
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
- Fulfilling all our legal obligations under the equality legislation and associated codes of practice
- Complying with our own Equal Opportunities Policy and associated policies
- Taking lawful affirmative or positive action, where appropriate
- Ensuring that breaches of our Equal Opportunities Policy will be regarded as misconduct and could lead to termination of employment

Acceptable Behaviour at Work and Social Functions

Direct discrimination, indirect discrimination, victimisation and harassment will not be tolerated at work and contravention will result in disciplinary action or possible dismissal. Such behaviour will also not be tolerated at business related social functions.

Ownership of the Policy

Full responsibility for this policy and its implementation within the company, will rest with John Wade (Director), and this is demonstrated by his signing of this policy personally below. He will also be responsible for its periodic review and compliance with all current legislation.

Statement of Scope

The scope of this policy, namely what aspects of employment are included, is as follows;

- Recruitment
- Pay and benefits
- Leave and flexible working arrangements
- Dress codes
- Availability of facilities
- Training and development
- Promotion and transfer
- Grievance and disciplinary issues
- Treatment of our employees upon termination of their employment

Consultation

The company will instigate periodic consultation with its employees regarding the views on the day to day working of the policy. This consultation may take the form of employee surveys or toolbox talks. Such feedback will be carefully considered by the directors, as part of the agenda of an appropriate meeting, and the policy revised if necessary.

Promotion of the Policy

We shall communicate the policy to all employees via by hard copies on notice boards. It will also form part of our Employee Handbook which is made available to all employees. Any changes to the policy will be notified by updating and re-circulating the policy document. Communication of the policy to Clients shall be via the prequalification and tender documents, which are submitted for particular projects. We will ensure that adequate resources will be made available to fulfil the objectives of the policy.

Review

The policy will be regularly reviewed annually, after changes in legislation or company



circumstances, by the Directors. Responsibility for changes in legislation affecting the policy, shall be that of the Directors themselves and their consultants.

Training on Equal Opportunities

We will give equal opportunities awareness training to all our employees. Such training will be incorporated into inductions and toolbox talks, as appropriate.

Monitoring

In order to aid the regular review of the policy, we will examine the effects of its implementation on a regular basis. Personnel data will therefore be collected, on an anonymous basis, and will be analysed and interpreted across the group. This monitoring may include ethnic or racial origin, gender, disability, and age of each employee and applicant for employment. The objectives of monitoring will be;

- To identify areas of and reasons for under representation of particular groups in the workforce
- To assess the effect of employment procedures and practices and identify any unintentional impact on particular groups and enable appropriate corrective action to take place.

Open Recruitment

Only approved company literature, which will mention the Equal Opportunities Policy will be used for recruitment purposes and achievement of open recruitment will be;

- Non discriminatory wording to job advertisements and job descriptions
- Using advertisement methods to ensure that any advertisement is viewed by a wide range of people
- Accepting qualifications from abroad if they are equivalent to UK qualifications
- Limiting word-of-mouth recruitment

Eligibility to Work in the UK

We will carry out all necessary checks to ensure candidates for employment are eligible for work in the UK. Such documents as passports, visas and National Insurance cards will be examined for authenticity and copies retained during their employ. This documentation will be called for at the end of a selection process rather than the beginning, so as to prevent potential discrimination.

Equal Pay

For the same work, or work of equal value, all employees will receive the same pay and benefits, regardless of any of the protected characteristics itemised in section 1 of this policy.

Equality in Service Provision

Our business and its staff will not discriminate against, harass or provide less favourable treatment, including refusal to provide a service, to any Client or member of the public because of any of the protected characteristics itemised in section 1 of this policy. If it emerges that any of our staff are being harassed or discriminated against by

a client or third-party, because of a protected characteristic, we will take reasonable action to prevent this continuing.

Disability Issues

We acknowledge our responsibility as employers, to make reasonable adjustments to business premises and working arrangements for disabled job applicants, employees and employees who become disabled during the course of their employment. We will seek specialist advice about help for disabled employees and prospective employees, as necessary.

John Wade Groundworks Ltd trading as Wade Group aims to comply with anti-discrimination legislation, to treat people fairly and equally so that no one group is treated less favourably than others. We aim to be an inclusive organisation where everyone is treated with respect and dignity, and where there is equal opportunity for all. Wade Group respects and values the diversity of its staff, sub-contractors and customers. We recognise the ways in which this policy benefits the company by ensuring we can draw from the widest possible section of potential employees, sub-contractors and customers.

This means that all the Wade Group staff, sub-contractors and customers should understand and respect that there is a diverse work force and diverse customers and that everyone has the right to be treated with dignity and equality. This includes the legal and ethical requirement for Wade Group to provide services and conditions of employment that are appropriate to the needs of a diverse society.

Valuing diversity means that we recognise that we all have complex identities made up of many strands. These can include, but are not limited to, ethnicity, gender, sexual orientation, age, physical and mental aptitudes, nationality, socio-economic status, marriage and civil partnerships, pregnancy and maternity and religious, political or other beliefs. This means we embrace and celebrate our differences in a positive environment, are committed to engage with the needs of our diverse staff and customers to enable us, both individually and corporately, to achieve our aims.

Wade Group will tackle barriers to participation and create a culture in which equality policy and equal treatment are priority for all staff, sub-contractors and customers. In the recruitment, training, pay and management of staff, and in all our day to day work with colleagues, sub-contractors and customers, we seek to create an environment where attitudes and biases that hinder the progress of individuals and groups are dismantled and where we work together in mutual respect and tolerance.

An outline of the behaviour which we expect from our employees can be found in our Induction Pack. All employees are trained on the importance of equality during the company induction process. (employees receive a copy of this policy during induction, for personal reference) If employees have any questions relating to this policy or training, John Wade will arrange a discussion to clarify –if deemed necessary further training can be arranged. (this will be via ACAS e-learning) Every level of management will be expected to complete relevant training which will be implemented within the Training Matrix.



Under the Equalities Act 2010, it is our responsibility as an employer not to discriminate against, victimise or harass job applicants or employees.

Management Responsibilities

It is the responsibility of all managers from director to junior supervisors to:-

- Ensure that the standards established within this policy are adhered to within their own area of responsibility
- Familiarise themselves with the procedures in all equality related documentation.
- Ensure that they are not instructing employees to act in a discriminatory manner
- Ensure they are not putting pressure on employees or sub-contractors to discriminate.
- Ensure that information on equality policy is incorporated in all induction processes for new or temporary staff and is supported by on- going training
- Opportunities for employment and training will be open to all and rewarded solely on ability.
- Report any suspected Modern-Day Slavery activities to John Wade

Staff Responsibilities

It is the responsibility of the employee and sub-contractors at all levels to:

- Co-operate with any measures introduced to ensure equality of opportunity
- Report any discriminatory acts or practices
- Not induce or attempt to induce others to practice unlawful discrimination
- Not victimise anyone as a result of them having reported or provided evidence of discrimination
- Not harass, abuse, bully or intimidate others either directly or indirectly.
- Report any suspected Modern-Day Slavery activities to John Wade.

Failure to comply with these responsibilities could result in disciplinary procedures and or dismissal.

Signed:

John J Wade
MEng (Hons)/ SMSTS
Director
Dated 01.10.2025



Revision History

Version	Date	Description of Change	Author	Approved By
1.0	01.10.2025	Reissued under new version control system. Previous revision dates unknown.	J. Wade	J. Wade