

EKULT GROUP LTD
EQUAL OPPORTUNITIES POLICY [EG-JP-]
Issued Date: 30.09.2016



Introduction

Ekult Group Ltd are committed to providing equality in the workplace. The Company aims to create a working environment that is free from discrimination and harassment in any form, in which all employees are treated with dignity and respect. All opportunities for, and during employment, will be afforded to individuals fairly and irrespective of the 'protected characteristics' listed below:

- ❖ Age
- ❖ Disability
- ❖ Gender
- ❖ Gender reassignment
- ❖ Marital or civil partnership status
- ❖ Pregnancy or maternity
- ❖ Race (including colour, ethnic or national origins and nationality)
- ❖ Religion or belief
- ❖ Sexual orientation

Definition

Equal opportunity in the workplace is about ensuring that everyone is treated the same, regardless of their differences. They are treated with dignity and respect and have equal access to opportunity. The criteria for employment and promotion are the same for everybody. There are several forms of discrimination which Ekult Group Ltd aim to avoid:

- ❖ Direct Discrimination occurs when a person is treated less favourably because of a protected characteristic that they either have or are thought to have. This can also occur by way of association, where a person is treated less favourably, for example, their spouse or partner or other relative has the protected characteristic.
- ❖ Indirect Discrimination occurs when a provision, criterion or practice is applied equally to everyone, but has a disproportionately adverse effect on people who share a particular protected characteristic. A person with the protected characteristic who is disadvantaged in that way has the right to complain. To be justified the provision, criterion or practice must be necessary for legitimate business reasons in circumstances when less discriminatory alternatives are not reasonably available.
- ❖ Victimisation occurs when someone is treated unfavourably because he/she has raised a complaint under this policy or taken legal action, in relation to any alleged act of unlawful discrimination, against the Company or because he/she has supported someone else in doing this.
- ❖ Harassment is unwanted conduct that violates an individual's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. (Further information on harassment and our policies can be found on our 'Bullying, Harassment & Discrimination' policy).
- ❖ Discrimination arising from Disability – In addition to the above, it is unlawful to treat a person unfavourably because of something that is the result, effect or outcome of their disability. (Further information on harassment and our policies can be found on our 'Bullying, Harassment & Discrimination' policy).

Our Aim

We aim to create a working environment that is free from discrimination and harassment in any form, in which all employees are treated with dignity and respect. Ekult Group Ltd will not unlawfully discriminate in the arrangements we make for recruitment and selection, or in the opportunities afforded for employment, training or any other benefit. All decisions will be made fairly and objectively. We aim to ensure fairness, act against all forms of discrimination and promote talent on merit. We value difference and believe diversity of people, skills and abilities is a strength that helps us to achieve our best. We also believe everyone should be recruited and promoted on the basis of their personal ability, contribution and potential.

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Purpose

The purpose of this policy is to communicate our commitment to equality of opportunity in employment with the aim of ensuring that all employees and job applicants are treated fairly and equally. The policy aims to define the types of behaviour and approaches that the Company considers acceptable/unacceptable and the action that may be taken if the policy is breached. The policy applies to all employees within the Company, agency workers, temporary workers and contractors

Our commitments

To provide equal opportunities for all to maintain a supportive, inclusive working environment free from discrimination, harassment, victimisation and bullying. The ways in which the company aim to do this are as follows:

- ❖ **Recruitment and Selection:**
Recruitment and selection procedures will be free from bias or discrimination. Recruitment procedures will be conducted objectively and will be based upon specific and reasonable job-related criteria. Decisions regarding an individual's suitability for a particular role will be based on aptitude and ability. We will consider making appropriate reasonable adjustments to the recruitment process to ensure that disabled applicants are not substantially disadvantaged.
- ❖ **Career Development and Training**
All staff will be given an appropriate induction to enable them to fulfil the responsibilities of their role. All employees will be encouraged to develop their full potential and we will not unreasonably deny an employee access to training or other career development opportunities. These will be determined objectively, taking into account the needs of the business and available resources. Selection for promotion will be based on objective criteria and decisions will be made on the basis of merit.
- ❖ **Terms and Conditions**
Our terms and conditions of service will be applied fairly and benefits and facilities will be made available to all staff who should have access to them, as appropriate.
- ❖ **Employment Policies and Practices**
The Company aims to ensure that employment policies and practices, including any rules or requirements, do not directly or indirectly discriminate and are applied in a non-discriminatory manner. In particular, we will ensure that all disciplinary decisions are fair and consistent and that selection for redundancy is based on objective criteria.
- ❖ **Working Environment**
We will consider making appropriate reasonable adjustments to the working environment or any work arrangements that would alleviate any substantial disadvantage these cause disabled staff. We will aim as far as reasonably practicable to accommodate the requirements of different religions and cultures and will consider requests from employees to vary or change their working hours to enable them to care for a dependant.

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Monitoring Equal Opportunities

The Company will monitor the effectiveness of this policy to ensure it is achieving its objectives. As part of this process we monitor:

- ❖ The composition of job applicants and decisions in recruitment
- ❖ The composition of our workforce
- ❖ Access to training, promotion and other opportunities and benefits
- ❖ Dismissals and other terminations Information collected for monitoring purposes will be treated as confidential and will not be used for any other purpose.

Reporting an incident

Employees are encouraged to discuss any incidents of bullying or harassment with their Line Manager / HR Department who will provide confidential advice and support. If an employee believes they may have been subject to harassment, they are encouraged to raise the matter under the Company's Harassment & Bullying policy. Ekult Group Ltd will also take seriously any malicious or unwarranted allegations of discrimination and will take appropriate action, disciplinary or otherwise, where necessary.



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