

## EQUAL EMPLOYMENT OPPORTUNITIES POLICY

Powertek Utilities Ltd (Powertek Utilities) is a specialist multi-utilities contractor providing gas, water, telecoms, cable jointing, cable laying and civil engineering services. The company is committed to ensuring that all activities are conducted in accordance with applicable legal and regulatory requirements and the highest standards of ethical business conduct.

The purpose of this policy is to set out Powertek Utilities' position on equal employment opportunities matters in accordance with the Equality Act 2010, our rules relating to these and provide guidance to employees on personnel and the Company obligations.

The corporate conduct of Powertek Utilities is based on acting safely, responsibly, honestly and with integrity. All employees are expected to act in a responsible, honest, ethical and lawful manner and must take care and precautions at all times.

Powertek Utilities is committed to achieving continual improvement in standards of health and safety at work and seeking to reduce risks to its staff whilst they are at their place of work, during the course of their work and to comply with any client site rules.

### FOREWORD

Powertek Utilities is an employer which recognises the importance of equal employment opportunities for its workforce and prospective employees. This policy is an expression of the company's commitment to the principles of equal opportunities in employment. Staff continued involvement and support would be sought in the pursuit of eliminating intentional and unintentional discrimination at the workplace. All existing and future employees shall be given a copy of this document to ensure their awareness of the issue and to assist them in applying the Company's policy.

### INTRODUCTION

We know that the promotion of equal access to employment opportunities is of benefit to both the Company, by ensuring contact with the widest employment market, and to employees and job applicants by allowing fair competition for employment opportunities on the basis of merit and competency.

It is important that good employment practices are operated, based on the merits, abilities and potential of individuals and are free from any arbitrary or irrelevant grounds which cannot be justified by job needs or constraints but on whether individuals are competent to carry out their job roles and have the ability to fulfil job role safely and effectively.

This policy sets out the framework for the provision of equal employment opportunities and the elimination of unlawful, unfair and inappropriate discrimination in the employment field. It will be supported by other associated policies and procedures dealing in detail with aspects of the company's employment practices.

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### GENERAL STATEMENT OF POLICY

Powertek Utilities is an equal opportunities employer and will prevent discrimination, particularly on the grounds of sex, marital status, disability, race, colour, religious belief, political belief, sexuality, nationality, ethnic origin, age, trade union activity, responsibility for dependents or employment status.

This policy acknowledges the validity of existing anti-discrimination legislation and codes of practice applying in the employment field and will apply to all company employees and prospective company employees. This policy acknowledges that it is important that good employment practices are operated, based on the merits, abilities and potential of individuals and are free from any arbitrary or irrelevant grounds which cannot be justified by job needs or constraints but on whether individuals are competent to carry out their job roles and have the ability to fulfil job role safely and effectively.

The main aims of the policy are:-

- (a) to promote equality of employment opportunities,
- (b) to eliminate discrimination in employment,
- (c) to provide positive action measures where appropriate and not prohibited by legislation, and,
- (d) to apply relevant supportive employment procedures and practices and develop appropriate training programs.

To achieve these aims, the company is committed to an immediate and ongoing program of action and will make available resources to ensure the full and effective implementation of this policy.

### RESPONSIBILITY OF THE COMPANY AS AN EMPLOYER

Responsibility for providing employment opportunities rests primarily with the Company as an employer.

The overall responsibility for ensuring the full implementation and monitoring of the Company's equal employment opportunities policy will rest with the managerial team and staff as follows:

- (a) coordinating the monitoring of the policy,
- (b) reviewing and developing the Company's employment procedures and practices
- (c) reviewing and developing training courses and programs
- (d) providing guidance and information to Supervisory Staff'

The Company makes the following commitments to ensure effectiveness of the policy--

- (a) to ensure that the Company's policy is made known to all employees, recruiters and job applicants.
- (b) to provide training and guidance for employees, as appropriate, to ensure that they understand and are able to discharge their responsibilities in law.
- (c) to examine and regularly review employment procedures and practices with a view to promoting equality of opportunity and elimination of discrimination.
- (d) to monitor regularly policy effectiveness and to identify possible areas for action.

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- (e) To ensure those employees actions, in the provision of services, are carried out in a non-discriminatory manner in terms of this policy.

### RESPONSIBILITIES OF THE EMPLOYEES OF THE COMPANY

Individual employees acting on behalf of the Company at all levels have responsibilities in law and in terms of the Company's policy for assisting in the prevention of discrimination. In particular, individual employees: -

- (a) are required to co-operate with measures introduced by the Company to promote equal employment opportunities and eliminate discrimination.
- (b) must not themselves discriminate against other employees of the Company or job applicants.
- (c) must not induce or attempt to induce other employees or management to practice discrimination.
- (d) are required to draw to the attention of management any suspected discriminatory acts or practices.
- (e) must not victimise any individuals who have made complaints or who have provided information about discrimination.
- (f) must not harass, abuse or intimidate other employees on any grounds or otherwise act in a discriminatory manner.
- (g) must ensure that no actions are undertaken in their dealings with members of the public, which could be held to be discriminatory in terms of this policy.

Discriminatory acts or omissions committed by employees of the Company will be viewed seriously and will normally result in disciplinary action being taken which may include dismissal.

### EMPLOYMENT PROCEDURES AND PRACTICES

The Company will pursue employment procedures and practices designed to promote equal employment opportunities and eliminate discrimination and regularly review their effectiveness.

In particular, the following areas will be reviewed and procedures and guidelines developed to ensure that they comply with the principles of the Company's policy:-

- (a) recruitment and selection (including sources of recruitment, content of application forms, selection criteria, short listing, interviewing, promotion, transfer),
- (b) training and development, (including training facilities, training information publicity, training needs identification, selection criteria and training provision),
- (c) grievance, disputes and discipline (including discrimination, victimisation, harassment)
- (c) conditions of employment (including arrangement of hours of work, pay grades and
- (d) structures, redeployment and transfer arrangements to meet special needs)
- (e) termination of employment (including retirement and voluntary severance).

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### GENERAL

It should be noted that the Company's equal employment opportunities policy extends to groups which are not specifically covered by anti-discrimination legislation.

The policy intends that the elimination of discrimination in the employment field be related to discriminatory actions or omissions which are unlawful, unfair or inappropriate.

The Company's policy does not detract from an individual's rights. This policy does not prevent any individual from pursuing their contractual rights through internal or external appeals procedures or from pursuing their statutory rights through any body, which deals with the enforcement of the particular legislation.

### Breach of this policy

Any breach of this policy will be treated as a potential disciplinary issue and dealt with through our disciplinary procedure.

Employees must report all suspected breaches of this policy to their manager.

The company is committed to continual improvement, monitoring compliance with this policy and the constant improvement of policies, processes and procedures to improve performance and provide highest levels of customer satisfaction.

Signed on behalf of Powertek Utilities Ltd:



**Steve Higgins**

**Managing Director**

**Date: 1 January 2023**

**Next Review Date: January 2024**

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