

CLAYWOOD CONSTRUCTION LTD

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EQUAL OPPORTUNITIES POLICY

Company Policy Document

Policy Reference	CWP6A
Version Date	29 May 2026
Review Date	29 May 2027
Approved By	Paul Burke — Managing Director
Applies To	All employees, job applicants, contractors, agency workers, and anyone acting on behalf of the Company
Legislative Basis	Equality Act 2010; Armed Forces Act 2021; Reserve Forces (Safeguard of Employment) Act 1985

1. Policy Statement

Claywood Construction Ltd is committed to promoting equal opportunities in employment for all.

All job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex, or sexual orientation (Protected Characteristics).

2. Protected Characteristics

Under the Equality Act 2010, the following are legally protected characteristics. Discrimination, harassment, or victimisation based on any of these characteristics is unlawful and will not be tolerated:

Age	Disability
Gender reassignment	Marriage or civil partnership
Pregnancy or maternity	Race, colour, nationality, ethnic or national origin
Religion or belief	Sex
Sexual orientation	Part-time or fixed-term status

3. Forms of Discrimination

You must not unlawfully discriminate against or harass other people, including current and former employees, job applicants, clients, customers, suppliers, and visitors. This applies in the workplace, outside the workplace when dealing with customers or suppliers, other work-related contacts, and whenever you are representing the Company.

The following forms of discrimination are prohibited under this policy and are unlawful:

- **Direct discrimination:** treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they might be gay.
- **Indirect discrimination:** a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.
- **Harassment:** this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for them. Harassment is dealt with further in our Anti-Harassment and Bullying Policy.
- **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.
- **Disability discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

4. Disabilities

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can consider what reasonable adjustments or support may be appropriate.

If you experience difficulties at work because of your disability, you may wish to contact your line manager to discuss reasonable adjustments that would help overcome or minimise the difficulty. Your line manager may wish to consult with you and your medical adviser about possible adjustments. We will consider the matter carefully and try to accommodate your needs within reason. If we consider a particular adjustment would not be reasonable, we will explain our reasons and try to find an alternative solution where possible.

We will monitor the physical features of our premises to consider whether they might place anyone with a disability at a substantial disadvantage. Where necessary, we will take reasonable steps to improve access.

6. Part-Time & Fixed-Term Work

Part-time and fixed-term employees should be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate) unless different treatment is objectively justified.

4. Armed Forces Covenant Commitments

Within our equal opportunities obligations and as a proud supporter of the Armed Forces Covenant as our Employer Pledge, Claywood Construction Ltd recognise the immense value, dedication and transferable skills that serving personnel, reservists, veterans, and military families bring to our workforce and the wider construction industry. We are committed to ensuring that no member of the Armed Forces community faces disadvantage in employment, training, or career progression opportunities due to their service.

7. Breaches of this Policy

We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.

If you believe that you have suffered discrimination you can raise the matter through our Grievance Procedure or Anti-Harassment and Bullying Policy. Complaints will be treated in confidence and investigated as appropriate.

You must not be victimised or retaliated against for complaining about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.

8. Monitoring & Review

This policy will be reviewed annually by the Managing Director, or sooner if changes in legislation or Armed Forces Covenant commitments require it.

9. Policy Approval

This policy has been reviewed, approved, and authorised by the Managing Director of Claywood Construction Ltd. It is effective from the date of signing below and will be reviewed annually or sooner in the event of legislative or organisational change.

Signed	
Name	Paul Burke
Position	Managing Director
Issue Date	29 May 2026
Next Review Date	29 May 2027
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