

Equality & Diversity Policy

Fair Employment: Ward & Burke (Ward & Burke Group Ltd. and Ward & Burke Construction Ltd.) will select the best suitable candidate for any available position based on merit. All job vacancies will be advertised internally and if no suitable candidate is found, Ward and Burke Construction will then advertise externally in order to attract the widest pool of candidates. The interview panel will be trained to conduct interviews in a non-discriminatory way and that questions will relate to the requirements of the job. All candidates will be asked the same questions and will be evaluated in the same way. Selection will be on merit where those successful will have demonstrated their suitability for the position according to criteria set out in the recruitment process.

All employees will be provided with every opportunity to acquire the range of Training, Skills and experience necessary for their career development. Opportunities for training will be based on the requirements of the job. The company is committed to a relevant training and career development policy for all staff.

Grievance / Disputes Procedure: Grievance will occur in the normal course of interaction in any organisation or workplace. It is the company's intention to settle amicably, at all times, any disagreements between it and individual employees or group of employees or between employees themselves.

All grievances should be dealt with without delay and at the earliest stage of this procedure. A senior member of management will ensure that all grievances will be dealt with consistently and fairly.

Bullying and Harassment Policy and Procedure: Any employee who believes he/she has been the subject of harassment in any form should immediately report the incident to their supervisor/manager or to the Senior Management to file an official complaint and have it investigated.

Equal Opportunities: Ward & Burke is an equal opportunities employer. As such it is committed to Equality of Opportunity for existing and potential employees. The purpose of this Equal Opportunity Policy is to create a workplace which provides for equal opportunities for all staff and potential staff and where their dignity is protected and respected at all times. All persons regardless of gender, marital status, family status, race, religious beliefs, sexual orientation, disability, age or member of the travelling community will be provided with equal access to employment and will be encouraged and assisted to achieve their full potential.

The aim of the policy is to promote equality of employment opportunities by ensuring that all employment practices are operated on the basis of the relevant qualifications, merits, abilities and potential of individuals and are free from any criteria which cannot be justified by the demands of the post.

Specifically, the objectives of the Policy are:

- a) to ensure that all employees of W&B are recruited, selected, trained, given access to relevant work experience, promoted and otherwise treated on the basis of their relevant merits and abilities;
- b) to ensure that all job applicants are treated on the basis of their merits and abilities;
- c) to ensure that all staff of W&B are aware of their responsibilities as managers and employees;
- d) to ensure by monitoring and revising employment practices that these do not directly or indirectly discriminate against or result in the unfair treatment of any employee;

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- e) to promote a good working environment which is free from forms of harassment or bullying, within which employees are encouraged to develop their full potential in the interests of the individual and the Company;

Disciplinary Procedures: The disciplinary procedure is intended to be used in situations where the employee's work or conduct at work is unsatisfactory. In many instances, disciplinary matters can be dealt with on an informal basis by the supervisor discussing the situation with the employee concerned and agreeing any necessary corrective action. Inevitably, there will be times when disciplinary matters need to be formalised. When such situations arise, it is of the utmost importance that the formal disciplinary procedure is followed.

The work rules and standards of conduct at Ward & Burke are important, and the Company regards them seriously. Employees are expected to follow the rules and standards in doing their own jobs and conducting the Company's business. Any employee who deviates from these rules and standards will be subject to disciplinary action, up to and including dismissal.

The following are examples of behaviour that are considered unacceptable:

- Stealing from the Company or Client;
- Working under the influence of alcohol or illegal drugs;
- In the course of employment, inflicting bodily injury on another person;
- Negligence or improper conduct leading to damage of company-owned property;
- Violation of Health & Safety Regulations;
- Using company equipment for purposes other than business;
- Unsatisfactory performance or conduct.

Informal Procedure: When a disciplinary matter arises, the supervisor /manager will seek to establish the facts promptly before recollections fade, taking into account the statement of any available witnesses. After establishing the facts, the supervisor/manager may consider that there is no need to resort to the formal procedure and that it is sufficient to talk the matter over informally with the employee.

Formal Procedure: As soon as a complaint or allegation of misconduct has been made against an employee, the supervisor/manager will initiate an investigation into the complaint to form an initial judgement on the facts of the case. The employee will be informed in writing of the nature of the complaint or allegation (with his/her representative) and any witnesses will be interviewed to gather any information pertaining to this. Following a full investigation, the supervisor/manager will make a decision as to whether disciplinary action is appropriate.

In the event of the breach of the disciplinary rules constituting gross misconduct, the supervisor/manager may take the decision to suspend with full pay pending the investigation process.

Disciplinary action may take the following format (Steps 1-5):

1. No disciplinary action
2. Verbal Warning
3. First Written Warning

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4. Final Written Warning
5. Dismissal

This policy will be reviewed annually.

