

HRS-PL-0005 Fair and Inclusive Workplace

 **Morris, Sam**
Head Of Er & Policy - Employee Relations - HR

Our cultural framework, and the values and behaviours that underpin it, are an important part of what makes this a great place to work. This policy sets out our commitment to creating an inclusive workplace, free from discrimination, harassment and other unacceptable behaviour. 'Value Everyone' is one of the five behaviours in our Cultural Framework whereby we are inclusive, celebrate difference and respect one another for who we are and the perspectives we bring to the table.

Our Principle



We are committed to creating an inclusive working environment in which everyone is respected, treated with dignity and able to be themselves and achieve their full potential. We do not tolerate behaviour or attitudes that support intimidation, discrimination, bullying, harassment, victimisation, or micro-aggression. Whenever and wherever we observe such behaviour, we always challenge it and support others who do so.

This policy applies to all employees, consultants, contractors, and agency workers. We also expect our business partners to observe these principles.

Creating a Fair and Inclusive Workplace

Balfour Beatty is committed to creating a fair and inclusive workplace, where diversity is celebrated. We value each other, respect difference, and provide people with equal opportunities to develop in a working environment which they are proud to be part of. We expect everyone who works for and with us, to act in a way that supports diversity and helps us to embed an inclusive culture.

- We expect you to offer the same welcome to all employees and partners, regardless of race, gender identity, nationality, ethnic origin, religion, disability (mental or physical), age, family circumstance, sexual orientation or any other difference to ourselves.
- We are committed to helping people achieve their best based on merit. Our [Workplace Adjustments Policy](#) supports employees by removing barriers in the workplace linked to disability or long-term health conditions.
- Everyone should be treated with dignity and respect. Bullying, intimidation, victimisation, harassment or micro-aggressions of any kind are not acceptable in our workplace. Any unacceptable behaviour will be treated seriously and could result in disciplinary action, up to and including dismissal.

Everyone plays a role in making everyone else feel welcome and respected in the workplace. [Our Affinity Networks](#) champion this by giving employees a collective voice for inclusion and diverse characteristics, such as gender, race, ability, and sexuality. All employees should ensure that they're familiar with the obligations placed on them by this policy and undertake any mandatory training.

	We Do		We Don't
✓	Speak up and take action about bullying, harassment, discrimination and victimisation	✗	Tolerate any action or behaviour that could be viewed as bullying, harassment or micro-aggressions
✓	Encourage and support those who challenge or report such behaviour	✗	Accept any kind of discrimination
✓	Support people to achieve their best	✗	Make inappropriate jokes, derogatory remarks or try to humiliate a colleague or

			spread gossip and rumours
✓	Remove barriers when identified to progression for all groups	✗	Threaten a colleague with physical or verbal violence, aggressive behaviour, shouting or swearing
		✗	Make sexual remarks or physical advance towards colleagues or share sexual or inappropriate images with work colleagues
		✗	Abuse power or threaten or coerce others through fear or intimidation
		✗	Set unrealistic deadlines and make excessive and unreasonable demands and unfairly criticise
		✗	Treat someone unfavourably for raising concerns

Diversity is the practice or quality of including or involving people from a range of different social and ethnic backgrounds and of different genders, sexual orientations, etc.

Inclusion is about to what extent employees feel welcome within the organisation and be able to be themselves.

Micro-Aggression is indirect, subtle or unintentional discrimination against members of a minority group.

Bullying and harassment refers to any action or behaviour that any individual or group finds unwelcome, offensive, humiliating, intimidating, threatening, violent, hostile or discriminatory. We should all be particularly sensitive to, and aware of, actions and comments that may be acceptable in one culture or environment but are not in another. Always think about the impact that an action or comment may have on someone. It is their perception of the situation that helps determine whether any action or statement can be viewed as bullying, not your intention.

Discrimination means treating a certain person or group unfairly based on factors such as age, race, religion, national or ethnic origin, colour, gender, sexual orientation, gender reassignment, gender identity and expression, marital status, disability, pregnancy or maternity, union membership or political affiliation.

Victimisation means treating someone unfavourably because they've raised concerns or been involved in raising concerns about unfair or inappropriate behaviour.

Raising Concerns

If you're concerned about bullying or harassment, see if your concern can be resolved informally through discussions with the relevant individual(s). If not, speak to or write to your line manager or another manager or supervisor. Alternatively, you can raise your concerns with the HR team. Concerns raised will be taken seriously and dealt with sensitively and confidentially.

If you're a line manager who receives a complaint of harassment, bullying, discrimination or victimisation or you witness actions that you're concerned about, contact Employee Relations Line Manager Support for advice & guidance on **08443 262626**.

For further information and support in relation to this policy, visit our [Standards of Behaviour Hub Site](#).

You can view our [Ethics Hub Page here](#).

[How to print this page](#)

