

Equal Opportunities Policy

Urban&Civic plc (the “Company” or “U&C”) is committed to equality of opportunity in all areas of employment, with the aim of ensuring that all employees and those who apply to work for the Company are treated fairly and equally, thereby supporting U&C’s objective of providing a working environment that is free from all forms of discrimination.

This policy should be read in conjunction with the Company’s Diversity Policy.

Achieving an equal opportunities workplace is a collective task shared by U&C as the employer and its workforce. Everyone has personal responsibility to ensure the application of compliance with this policy, to not discriminate and to treat colleagues with respect and fairness at all times. U&C expects all employees to positively promote the letter and spirit of this policy in all aspects of their work and their dealings with people both internally and externally. Allegations regarding potential breaches of this Policy will be treated in confidence and investigated in accordance with the appropriate procedure. A person found to have breached this policy may be subject to disciplinary action under U&C’s Disciplinary Policy.

The Company is committed to the objectives of this policy, which are to:

1. Ensure all employment decisions are based on merit and legitimate business needs of the Company and are made both fairly and objectively;
2. Ensure, as far as reasonably practicable, that working practices are applied fairly and consistently and, where necessary, that reasonable steps are taken to overcome any particular disadvantage these may cause and to promote equality;
3. Enable all employees to work in an environment which allows them to fulfil their potential without unfavourable treatment or fear of discrimination;
4. Recognise that discrimination is unacceptable and it is in the interests of the Company and its employees to utilise the skills of the whole workforce in our service provision and without any imbalanced distribution of work;
5. Promote equality of opportunity in all aspect of the working relationship including but not limited to:
 - **Recruitment and selection** – procedures will be free from bias or discrimination with decisions regarding suitability based on aptitude and ability against specific and job-related criteria;
 - **Terms of employment, including pay and benefits** – application will be fair and benefits and facilities will be made available to all eligible employees. The Company operates a pay and benefits system that is transparent, based on objective criteria and free from bias;
 - **Training, career development and promotion** – all employees will be given an appropriate induction to enable them to fulfil the responsibilities of their role and all employees will be encouraged to develop their full potential. Selection for promotion will be based on objective criteria and decisions made on the basis of merit;
 - **Employment policies and practices** – application will be in a non-discriminatory manner. All policies and procedures will be considered from an equal treatment perspective;

- **Termination of employment and matters after termination** – any selection for redundancy will be based on objective criteria. Post termination treatment of departing employees will be consistent in its application including the reference process, which will be based on fact.
6. Help U&C achieve its diversity and anti-discrimination objectives by clarifying the responsibilities and duties of all employees in the workplace;
 7. Ensure that the principles of equal opportunity and non-discrimination also apply to the way in which employees treat visitors, clients, customers, suppliers and ex-employees;
 8. Encourage U&C to organise its activities in a way that ensures equality of opportunity is promoted and diversity is valued;

U&C will monitor the effectiveness of this policy to ensure it is achieving its objectives.

This policy is fully supported by the Board and will be reviewed annually.

Approved by the Board on 24 September 2019

Date last reviewed by the Board: 9 July 2020