



EQUALITY AND DIVERSITY POLICY

Purpose of the policy

In line with our core values and commitment to our people, we aim to promote diversity in all areas of recruitment, employment, training and promotion in order to achieve equality of opportunities and fair treatment for all South West Highway employees and applicants. South West Highways value people's contributions to the business and continually seeks to create an environment where all employees can develop their full potential, irrespective of their race, gender, marital status, age, disability, colour, ethnic origin, nationality, culture, religion or religious belief, political opinion, sexual orientation, or spent convictions.

This document provides a summary of the main features of our Equality and Diversity policy; a fuller version is available from the HR Department

Why is Equality and Diversity important to South West Highways?

- It is essential that we attract and retain the most talented people to continue to compete successfully in our market. Skills and ability are not, for example, the preserve of one particular ethnic group or one gender; by recognising this we can widen our recruitment pool and maximise the potential of our existing employees.
- We are committed to providing service excellence to all our customers and we believe that this can be better achieved by a workforce that values and reflects the diversity of our society.
- We believe that employees' motivation and commitment increase if people feel valued and are being treated fairly. Evidence from a range of sources indicates that diversity results in more creativity and higher productivity.
- Finally, but not least, there are a number of laws that set out how employers and individuals should act. These include: Equal Pay Act 1970; Sex Discrimination Act 1975; Race Relations Act 1976, the Disability Discrimination Act 1995, The Employment Equality (Sexual Orientation) Regulations 2003, The Employment Equality (Religion or Belief) Regulations 2003 and The Employment Equality (Age) Regulations 2006.

How we implement the Policy

Recruitment and Selection

We make every effort to ensure that information on vacant positions is circulated as widely as possible to relevant organisations.

All job applicants are treated fairly and equally. Applicants are considered on their merits and skills for employment, career development and promotion without discrimination.



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Performance Management, Compensation & Career Development

We are committed to a policy of providing equal employment opportunities in all employment practices.

South West Highways managers are responsible for applying equal and consistent criteria for selection, promotion and reward, without regard to marital status, sex, sexual orientation, race, colour, religion, national origin, age or disability. This responsibility includes equal treatment in all leadership practices including progress reviews, educational opportunities, assistance in career development, and the initiation and presentation of rewards. In this way, South West Highways continues to provide an opportunity for each person to succeed on individual merit, performance and contribution.

Monitoring

The Human Resources Department maintains records of the age, race, gender, marital status and disability of job applicants and employees. We ensure that all aspects of the Equality and Diversity policy are regularly reviewed for legal compliance and relevance to the working environment. We regularly review our selection criteria for recruitment and analyse the employee population to evaluate the effectiveness of our Equality and Diversity Policy.

Job applicants and employees are asked to volunteer information about themselves to enable appropriate statistics to be collected. All data collected is handled confidentially and in line with the current Data Protection legislation.

Dignity at Work

South West Highways aims to create a working environment that releases the full potential of employees and encourages their creativity and productivity. It is the Company's firm intention to maintain a climate free from bullying and harassment but also enables employees feel confident to raise concerns of this kind and have them dealt with quickly, sensitively and effectively.

The Policy on Anti Harassment and Bullying is available from the HR department.