

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.

### APPLICATION

This policy applies to all Balfour Beatty people in the UK, including employees, apprentices, graduates, workers, contractors, volunteers and colleagues on work experience.

We also expect our Joint Venture colleagues, suppliers and subcontractors 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 treat all Balfour Beatty people and suppliers the same, 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. This includes sexual harassment (see below guidance). 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 included and respected in the workplace. [Our Affinity Networks](#) champion this by giving employees a collective voice for inclusion. All employees should ensure that they're familiar with the obligations placed on them by this policy and undertake any mandatory training.

	<b>We Do</b>		<b>We Don't</b>
✓	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-aggression
✓	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 to progression when identified, for all groups	✗	Threaten a colleague with physical or verbal violence, aggressive behaviour, shouting or swearing
		✗	Sexually harass colleagues in any way
		✗	Abuse power or threaten or coerce others through fear or intimidation
		✗	Set unrealistic deadlines, make excessive and unreasonable demands, and unfairly criticise
		✗	Treat someone unfavourably for raising concerns

## DEFINITIONS

**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.

**Sexual Harassment** is a specific type of prohibited conduct. It is unwanted conduct of a sexual nature that has the purpose or effect of violating your dignity, and which creates an intimidating, hostile, degrading, humiliating or offensive environment. Conduct of a sexual nature is not limited to physical conduct and can include written or nonverbal behaviour. Some examples of conduct of a sexual nature which are unacceptable include but are not limited to:

- Making sexual comments about appearance, clothing or body parts
- Name-calling or using slurs with a sexual connotation
- Rating a person's attractiveness
- Sharing or displaying sexually inappropriate images or videos
- Excessive or intense staring or leering
- Unwanted or uninvited touching, including pinching, patting, rubbing, hugging, massaging, or purposefully brushing up against a person
- Sending sexually suggestive communications in any format
- Making inappropriate sexual gestures, such as pelvic thrusts
- Sharing sexual or lewd anecdotes or jokes
- Pestering a person for dates or asking for sex. You need to be careful if you are considering embarking on a personal relationship with a colleague, that your actions could not be interpreted as sexual harassment. In particular, you should seriously consider the wisdom of embarking on a personal relationship with a colleague where there is an imbalance in status, ie. when you are in a more senior position relative to your colleague.
- Sexual assault

Sexual harassment can also be defined as subjecting an employee to a detriment because they did or did not submit to unwanted conduct of a sexual nature. For example, if a manager scores one of their team poorly on a PDR because the team member refused to go on a date with them.

## 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.

Finally, you can use Speak Up to raise a concern: 0800 028 0822 or [www.speakupbalfourbeatty.com](http://www.speakupbalfourbeatty.com)

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**.

## ADDITIONAL INFORMATION

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](#).

If you wish to provide feedback about this policy, please click [here](#).

## INPUTS

Reference	Type	Title
<a href="#">HRS-PL-0049</a>	Policy	Workplace Adjustments

## OUTPUTS

Reference No.	Document Title	Responsibility	Retention Period
None	N/A	N/A	N/A