



GROUP EQUALITY & DIVERSITY POLICY

Group Equality & Diversity Policy

Introduction

Fair treatment is a moral and legal duty. Employers who treat employees fairly and flexibly will be best placed to recruit and retain staff in an increasingly diverse and competitive labour market.

The Group has a duty to encourage and promote the principle of equal opportunity both as an employer and in the provision of its services.

The Group recognises the importance of its employees in achieving its corporate aims and objectives and their role in continuing to provide high quality services to our clients.

We aim to create a working environment in which all people are able to give of their best, which is free from harassment and bullying, where everyone feels valued and motivated towards achieving its goals and where all decisions are based on merit.

Managing diversity means ensuring that everyone is treated equally and has access to the same opportunities and services regardless of their differences and where people of different social and cultural groups feel included and respected.

One of our biggest challenges is how to open people's minds to the benefits of creating an inclusive culture that seeks, respects and values differences. We recognise how a diverse workforce can help to fulfil our business goals by tapping into the talent and potential of all employees.

Statement of Intent

The Chief Executive Officer and the Executive Committee is committed to providing services and fair treatment to all sections of the community. We will, as a group, also implement and maintain employment practices that ensure no employee or potential employee is treated unfavourably because of their sex, sexual orientation, marital status, race, colour, nationality, ethnic or national origin, religion, age, disability or any other grounds which cannot be justified, either in job related terms or as a requirement of law.

The Group acknowledges that successful equalities strategies need the commitment of managers and the co-operation of employees and this will be achieved by a programme of action to develop employment practices and fair service provision.

Procedures will be monitored and reviewed to ensure that discrimination, either direct or indirect, cannot go undiscovered. This Group will not tolerate discriminatory practices.

Application and Scope

All employees are responsible for implementing and supporting equality and diversity and have a continuing duty to challenge all forms of discrimination.

Although the primary impact of this policy in employment matters may be felt in the areas of recruitment, promotion and transfer, the policy nevertheless is applicable to any employment matter in which the equitable treatment of a current or potential employee may be at issue.

We acknowledge our responsibility to encourage and promote the principle of equality in the provision of services, as we do in the case of employment practices.

This document should be read in conjunction with the Group's Equal Opportunities Policy.

Equality & Diversity in Employment

Equality and diversity in employment recognises not only the basic obligation of an employer to provide equitable treatment to current and potential employees, but also has the practical advantage to an employer of refraining from any discriminatory practice which may impair their ability to make full use of skills and aptitudes of the potential or existing workforce.

Employees from varied backgrounds can bring fresh outlooks that challenge and expand existing organisational views and could lead to more innovative ways of working. Fresh perspectives can contribute in different ways to make the Group more efficient and its services better.

Unlawful discrimination can occur even before formal Group procedures have started. Care will be taken therefore, when advertising jobs, writing job descriptions and person specifications, short listing and interviewing to ensure unlawful discrimination does not occur and that processes do not exclude members of a particular group that may face barriers in gaining employment.

It is the aim of this strategy to ensure equality and fairness in employment issues.

Continual Review of Employment Practices

We have comprehensive employment practices giving equality of opportunity to existing and potential employees. Existing employment practices will be regularly reviewed and new strategies introduced as necessary.

Recruitment

We have in place robust recruitment and selection practices and any employee involved in the process must undertake appropriate training.

Disability

We are committed to improving employment opportunities for people with disabilities. All applicants for employment with a disability who meet the minimum criteria for a job vacancy will be interviewed and considered on their abilities.

Mechanisms are in place for employees with a disability to discuss, at any time, but at least annually, issues regarding their employment and how they can develop and use their abilities.

Learning & Development

We are committed to equality of opportunity in the provision of training opportunities. We seek to establish a working environment which is safe and supportive, where employees are able to learn, develop and work to the best of their abilities.

Legislation

Sex Discrimination Act 1975

This Act makes it unlawful to discriminate against men or women, directly or indirectly, on the grounds of sex and/or marriage in employment or in the provision of goods, facilities or services. The main objective is to promote equality of opportunity between men and women.

The Group recognises that the majority of victims are women, gay men and lesbians. Discrimination encountered can include denial of job opportunities or exclusion from certain types of work, verbal, written or physical abuse, insults and physical assaults, jokes or comments.

Legislation introduced in 2003 gives protection against discrimination on the grounds of sexual orientation.

Race Relations Act 1976 and Race Relations (Amendment) Act 2000

Provides legal protection for people against discrimination, directly or indirectly, on grounds of colour, race, nationality (including citizenship) and ethnic or national origin.

December 2003 saw the introduction of European Legislation to protect against discrimination on the grounds of religion or belief.

Disability Discrimination Act 1995

Makes it unlawful to discriminate against disabled people in employment, obtaining goods and services and buying or renting land or property.

Disability is defined under the Act as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities.

Employers must make reasonable adjustments to working conditions or the workplace where that would help to accommodate a particular disabled person.

Human Rights Act 1998

Implemented October 2000 with far-reaching implications for a wide range of public bodies.

Rights include freedom of thought, conscience and religion, freedom of expression and the right to privacy and not to be discriminated against in respect of these rights and freedoms.

Age Discrimination

Legislation prohibiting age discrimination was introduced in December 2006. The Company appreciates that discrimination on this basis is likely to exclude a group of people whose talents and skills may be necessary to our future success and we have a specific Age Discrimination and Retirement Policy in place.

Equalities Act 2010

Incorporates much of the legislation above under a common framework.

Types of Discrimination

Direct Discrimination

Consists of treating a person less favourably than others are or would be treated in the same or similar circumstances.

Indirect Discrimination

Consists of applying a requirement or conditions which, although applied equally, is such that a considerably smaller proportion of a particular group can comply with it and it cannot be shown to be justifiable.

Victimisation

Consists of a person being given less favourable treatment than others in the same circumstances because it is suspected or known that they have brought proceedings under legislation or given evidence or information relating to such proceedings or alleged that discrimination has occurred.

Vicarious Liability

Employers are liable for acts of unlawful discrimination by their employees, even if the employer did not approve or even know about the acts in question, unless they can prove they took such steps as were reasonably practicable to prevent the discrimination.

Harrassment & Bullying

Harassment is behaviour that a person objects to and makes them feel offended, uncomfortable or threatened. Even if the perpetrator does not know or mean to hurt a person's feelings, they are still harassing them and this behaviour cannot be allowed to continue. Harassment can be on any basis, e.g. sex, race, disability, age etc.

Bullying is where someone uses their power or strength to undermine an employee or a group of employees. The recipient can lose belief in themselves and this can lead to stress and health problems.

The Group is committed to promoting an environment where employees can work without fear of being intimidated, harassed, bullied or being subjected to physical or verbal aggression. A comprehensive policy exists and ensures that all allegations are treated seriously and are fully investigated.

Responsibilities

The Group, as an employer, accepts that it has a major responsibility for ensuring equality of opportunity and is responsible for discrimination by any employee whether it was done with the Group's knowledge or approval.

At the same time, it expects that its employees, irrespective of their position with the Group, to have some measure of responsibility in either ensuring they read and understand policies or by being involved in their production and implementation.

Responsibility of the Head of Human Resources

Whilst Managers and Supervisory employees will assume responsibility for the day-to-day operation of the policy, the Head of Human Resources is required:

- a) To assess existing employment practices in relation to this policy and advise on remedial action where appropriate and,
- b) To co-ordinate the provision of advice and guidance to employees on equality and diversity in employment

Responsibility of Managers and Supervisors

As primary decision-makers, Managers and Supervisors must recognise their responsibility to adopt employment practices which are consistent with this policy and should promote, with their colleagues, an awareness of the principles involved.

Employees

Employees should co-operate with any measures introduced by management to develop equality and diversity and refrain from discriminatory actions or decisions. They should not harass, abuse or intimidate other employees or place pressure on them to act in a discriminatory manner. Employees should inform management if they suspect that discrimination is taking place and should resist any pressure to discriminate which is placed upon them by fellow employees.

Employees also have access to the Group's Whistleblowing policy.

Commitment

To ensure that this policy succeeds, the following commitments have been made:

- Ensure necessary resources are allocated to plan, implement and monitor equality and diversity.
- Promote equality of opportunity.
- Consult employees.
- Ensure employees are aware of policies
- Provide training and guidance, especially to managers, to make sure they understand their duties under the law and under the policy.
- Review procedures and change them when they are found to be actually or potentially discriminatory.
- Monitor the existing workforce and job applicants.
- To take disciplinary action in accordance with the Group's Disciplinary Procedure against any employee who breaches the Equality and Diversity Policy or any Codes of Practice.

Monitoring & Evaluation

The Group will continue to renew and examine its policy in the light of legislation and codes of practice, taking action where appropriate.

Help & Advice

This is a general guide to equality and diversity within the Group. If you would like a copy of any other policies or strategies or if you need to discuss any problem about alleged or suspected harassment or discrimination please contact:

HR Department
FCC Environment (UK) Ltd
6 Sidings Court
White Rose Way
Doncaster
DN4 5NU

Tel: 01302 303030
Fax: 01302 303040

APPENDIX I



FCC'S EQUALITY AND DIVERSITY POLICY

Diversity management is an integral part of FCC's activities and entails recognition of the fact that the places, markets and society in which we work and live are comprised of people: men and women, from different countries, cultures, ethnic groups, backgrounds and generations, and with different skills, which make every person unique.

Accordingly, we are committed to creating a culture based on inclusiveness which seeks, respects and values difference. We are aware that a diverse workforce helps us to achieve our business goals if we capitalise on each person's talent, potential and unique outlook, enriching and questioning established points of view. This gives rise to innovative work methods, increasing efficiency and improving the quality of our services.

The company is irrevocably committed to equal opportunity, which is inseparable from diversity. It is a principle which entails equal treatment and equal access to the same opportunities for everyone regardless of their differences, as well as respect for and inclusion of every person regardless of his or her situation or affiliation.

Under this principle, we implement and maintain workplace practices to guarantee that no current or potential employee is discriminated against on the basis of age or disability, gender, sexual orientation or condition, civil status, social status, race, nationality, ethnicity, language, religion or beliefs, political ideas, union affiliation, or any other reason which is unjustified and unrelated to his or her skills, expertise and performance.

FCC promotes an environment where everyone can work without fear of humiliation, harassment, intimidation, and physical or verbal aggression. The procedures are supervised and reviewed to ensure that no discrimination, direct or indirect, goes unpunished. Moreover, internal mechanisms are in place to guarantee that every complaint is investigated exhaustively and the appropriate measures are adopted as a result.

Our commitment to equal opportunities, professional development, respect for diversity and the elimination of all discrimination and harassment is one of the company's values and a requirement for every single employee, the goal being to work together to maintain an optimal work environment which enhances creativity, efficiency, sustainability and productivity and improves decision making.

A handwritten signature in blue ink, appearing to read 'Felipe B. García Pérez', is written over a horizontal line.

Fdo.: Felipe B. García Pérez
Secretario del Comité de Dirección