



# CORPORATE GOVERNANCE

## Equality and Dignity Corporate Policy

Document Number: CR-XRL-Z2-PCY-CR001\_Z-50001

### Current Document History:

Revision:	Effective Date:	Author(s) (‘Owner’ in eB *)	Reviewed by: (‘Checked by’ in eB *)	Approved by:	Reason for Issue:
5.0	10-03-17	██████████	██████████	ExCom	For Implementation

**Previous Document History:**

<b>Revision</b>	<b>Prepared Date:</b>	<b>Author:</b>	<b>Reviewed by:</b>	<b>Approved by:</b>	<b>Reason for Issue</b>
1.0	29-11-11	██████████	██████████	ExCom	Policy Change
2.0	23-01-13	██████████	██████████	ExCom	Annual Review
3.0	21-01-15	██████████	██████████	ExCom	Annual Review
4.0	25-02-16	██████████	██████████	ExCom	Annual Review

**Revision Changes:**

<b>Revision</b>	<b>Status / Description of Changes</b>
5.0	Annual Review by ExCom. No changes made.

# ◀ EQUALITY AND DIGNITY POLICY ▶

## **Purpose**

To ensure that the workplace is free from discrimination in any form, that everyone is treated with respect and dignity and success is based solely on individual merit.

## **Principles**

As an Equal Opportunities employer, Crossrail Ltd continually strives to develop a workplace that benefits from the wide range of skills, knowledge and experience available. In order to provide applicants and employees with equal opportunities, policies and processes are regularly reviewed to ensure that individuals or groups are not unjustifiably disadvantaged. The profile of applicants and employees is also monitored and any information gathered is treated in the strictest confidence.

The Crossrail Team promotes equality by:

- Recruiting, retaining and developing our people solely on their abilities. Employment conditions and requirements reflect our commitment to equality;
- Communicating the policy to all job applicants, employees, agency and temporary workers and consultants;
- Dealing promptly with complaints and grievances;
- Taking a flexible approach where possible to ensure employees are accommodated with working arrangements which are suited to them and the organisation and in accordance with statutory rights;
- Providing equality-related training & development;
- Reviewing the impact on equality of all other Employment policies within best practice guidelines;
- Reviewing policies and procedures to ensure they comply with this statement and relevant changes in legislation; and
- Monitoring and reporting on the workforce composition on a periodic and annual basis, acting upon findings and implementing changes to policies and practices as necessary.

Conduct from an employee that is found to be discriminatory will not be tolerated and everyone has a responsibility to behave professionally. No employee will be disciplined for raising a complaint in good faith, even if that complaint is not subsequently upheld.

Employees have an absolute right to complain if they are treated in a manner that they believe constitutes harassment or bullying. This will include behaviour that has caused offence, humiliation, embarrassment or distress. Apart from complaints about the behaviour of colleagues, employees have the right to complain if they believe that they have been bullied or harassed by a third party, for example a customer, client or supplier. Any employee who witnesses an incident that he/she believes constitute the harassment or bullying of another member of staff should report the incident in confidence either to his/her line manager or to Human Resources.

## **Applicability, Implementation & Resources**

This policy applies to all employees including consultants, agency, temporary workers and any other third parties working on Crossrail premises or on behalf of Crossrail Ltd. Implementation within the Crossrail Team is through the Crossrail Management System while implementation by suppliers and industry partners is achieved through contracts and agreements developed by the Crossrail Team in accordance with the Management System.

The Crossrail Team will ensure the availability of resources needed to implement this policy and ensure that it remains effective and relevant through regular reviews and updates.