

EQUALITY, DIVERSITY & INCLUSION POLICY

COWI UK Ltd is a company of consulting civil and structural engineers, specialising in bridges, tunnel and marine projects. We undertake projects at our offices in Bristol, Derby, Glasgow, Hong Kong, London and York, with our business support division located in Utttoxeter. We are a subsidiary of the COWI Group.

We are an equal opportunities employer and we comply with the Equality Act 2010 and all other relevant statutory requirements. This policy covers all aspects of employment, from vacancy advertising, selection, recruitment and training to conditions of service and reasons for termination of contract. It is our long term aim to ensure the composition of the company reflects that of the community.

IN PARTICULAR WE SHALL:

- > Advertise all vacancies simultaneously and externally
- > Ensure knowledge of vacancies reaches under-represented groups
- > Include an appropriate short statement on equal opportunity on all vacancy advertisements
- > Ensure selection criteria and job descriptions are justifiable on non-discriminatory grounds as being essential for the effective performance of the job
- > Ensure that we have access to the widest labour market and secure the best employees
- > Ensure that no applicant or employee receives less favourable treatment and that, wherever possible, they are given the help they need to attain their full potential
- > Ensure that the criteria for appointment and promotion are based solely upon the person's merit and ability to undertake the duties of the position
- > Ensure compliance with all relevant legislation and codes of practice.

WE INTEND TO AIM FOR THE CONTINUAL IMPROVEMENT IN EQUAL OPPORTUNITIES THROUGH:

- > Reviewing this Equality, Diversity and Inclusion Policy annually or more frequently depending on legislation changes or changes in work practice
- > Encouraging under-represented groups to apply for employment opportunities with the company, albeit that recruitment to all jobs will be strictly on ability to fulfil the requirements of the position advertised
- > Removal of barriers and provision of facilities and conditions of service to meet the special needs of disadvantaged and/or under-represented groups
- > Provide necessary training and guidance to our employees on equal opportunities
- > Effective action to be taken to combat any breaches of this equal opportunities policy
- > Engage with suppliers and sub-contractors that are compliant with our equal opportunities policy.

ACCOUNTABILITY AND RESPONSIBILITY

The Board of Directors is ultimately responsible for establishing the equal opportunities policy and ensuring that it is complied with.

The Directors are responsible for raising any equal opportunity issues to the attention of the Board of Directors for action.

The Human Resources Manager is responsible for monitoring company equality, diversity and inclusion opportunities policy and ensuring that it remains compliant with current legislation and best practice. The Human Resources Manager is responsible for raising any equal opportunity issues to the Directors, to be raised to the Board for action.

ALL EMPLOYEES HAVE A RESPONSIBILITY:

- > To co-operate with the company and comply with any training or guidance given on equal opportunities
- > To help implement this policy.

Signed: _____

Lars Hauge

Managing Director

COWI UK Ltd

08/02/2018