

## **EQUAL OPPORTUNITIES POLICY**

Anglian Excavations Ltd (THE COMPANY) recognises that it is essential to provide equal opportunities to all persons without discrimination. This policy sets out the organisation's position on equal opportunity in all aspects of employment, including recruitment and promotion, giving guidance and encouragement to employees at all levels to act fairly and prevent discrimination on the grounds of sex, race, marital status, part-time and fixed term contract status, age, sexual orientation or religion.

### **STATEMENT OF POLICY**

(a) It is the policy of THE COMPANY to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. The organisation is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment.

(b) The organisation recognises that adhering to the Equal Opportunities Policy, combined with relevant employment policies and practices, maximises the effective use of individuals in both the organisation's and employees' best interests. THE COMPANY recognises the great benefits in having a diverse workforce with different backgrounds, solely employed on ability.

(c) The application of recruitment, training, and promotion policies to all individuals will be on the basis of job requirements and the individual's ability and merits.

(d) All employees of the organisation will be made aware of the provisions of this policy.

### **RECRUITMENT AND PROMOTION**

(a) Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.

(b) Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated.

(C) All vacancies will be circulated internally.

(d) All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.

(e) All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.

## **EMPLOYMENT**

(a) THE COMPANY will not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job descriptions.

(b) THE COMPANY will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.

(c) All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

## **TRAINING**


(a) Employees will be provided with appropriate training regardless of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.

(b) All employees will be encouraged to discuss their career prospects and training needs with their Line Manager or the HR Department.

## **GRIEVANCES AND VICTIMISATION**

(a) THE COMPANY emphasises that discrimination is unacceptable conduct which may lead to disciplinary action under the organization's Disciplinary Procedure.

(b) Any complaints of discrimination will be pursued through the organisation's Grievance Procedure.

**Signed:**  \_\_\_\_\_

Chris Lee

**Position:** Chief Executive Officer

**Date:** January 2026

## **Anti-Bullying & Harassment At Work Policy**

### **General Statement**

Anglian Excavations Ltd (the company) has a general duty of care and is committed to encouraging and maintaining good employee relations within a working environment, which fosters team working and encourages employees to give their best performance.

Everyone in the company and those who have dealings with the company has a responsibility to maintain good working relationships and not use words or deeds that may harm the wellbeing of others. In addition to the obligations placed upon both employers and employees by equality and human rights legislation, everyone has the right to be treated with consideration, fairness, dignity and respect. This contributes to a workplace environment in which individuals feel safe and can work effectively competently and confidently.

Anglian Excavations Ltd policy applies to all staff working within the organisation and to all employees working off the premises. It extends to include non-permanent workers such as secondees, contractors, agency, temporary staff, consultants and any other workers. The policy, in addition, covers the behaviour of staff outside working hours which may impact upon business relationships.

The Company has a “zero tolerance” policy and will investigate any allegations of bullying or harassment within.

### **General Information**

The Company will provide and sustain a safe working environment in which everyone is treated fairly and with respect. Those working or dealing with Anglian Excavations Ltd must not encounter harassment, intimidation or victimisation on the basis of gender, race, colour, ethnic or national origin, sexual orientation, marital status, religion or belief, age, trade union membership, disability, offending background or any other personal characteristic.

### **Policy**

Everyone carries a personal responsibility for their own behaviour and for ensuring that their conduct is in accordance with the principles set out in this policy. In addition, each person has a responsibility to report any instance of bullying or harassment which they witness or which comes to their attention. Employees have a responsibility to act as role models, pro-actively addressing instances of bullying and harassment. Managers should also make themselves aware of their responsibility.

Harassment may be defined as any conduct which is:

- unwanted by the recipient
- is considered objectionable
- causes humiliation, offence, distress or other detrimental effect.

Harassment may be an isolated occurrence or repetitive; it may occur against one or more individuals. Harassment may be, but is not limited to:

- Physical contact – ranging from touching to serious assault, gestures, intimidation, aggressive behaviour.
- Verbal – unwelcome remarks, suggestions and propositions, malicious gossip, jokes and banter, offensive language.
- Non-verbal – offensive literature or pictures, graffiti and computer imagery, isolation or non-co-operation and exclusion or isolation from social activities within the business.



Bullying is unlikely to be a single or isolated instance. It is usually, but not exclusively repeated and persistent behaviour which is offensive, abusive, intimidating, malicious or insulting. Bullying includes but is not limited to:

- Conduct which is intimidating, physically abusive or threatening
- Conduct that denigrates, ridicules or humiliates an individual, especially in front of colleagues
- Humiliating an individual in front of colleagues
- Picking on one person when there is a common problem
- Shouting at an individual to get things done
- Consistently undermining someone and their ability to do the job
- Setting unrealistic targets or excessive workloads
- “Cyber bullying” i.e., bullying via e-mail or social media. (This is where employees are working remotely and are managed through online means. Care and sensitivity should be practised with regard to the choice of context and language).
- Setting an individual up to fail e.g., by giving inadequate instructions or unreasonable deadlines.

Harassment and bullying may be summarised as any behaviour that is unwanted by the person to whom it is directed. It is the impact of the behaviour rather than the intent of the perpetrator that is the determinant as to whether harassment or bullying has occurred.

Any employee who wishes to make a complaint of harassment or bullying is encouraged to first discuss matters informally with their line manager, provided that they feel able to do so. Should the issues not be resolved at this stage, or the employee feels unable to raise the issue informally, then a formal resolution should be sought.

When a complaint of harassment or bullying is brought to the attention of a manager at any level, whether informally or formally, prompt action must be taken to investigate the matter. Corrective action must be taken where appropriate and this may require an investigation under the Company’s Disciplinary Procedure.

If it is considered that one of the parties concerned in a harassment or bullying case should be moved from their current workplace, then as a matter of principle the Company will normally remove the alleged perpetrator rather than the complainant. However, the final decision on who should be moved should reflect the particular circumstances of the case and advice from senior management. It should be noted and explained to those concerned that the moving of either party is not an implication of guilt or culpability and no detriment to either party will be construed as a consequence.

All matters relating to the investigation of complaints of harassment or bullying will be treated in strict confidence. Any breach of confidentiality in this regard may render those responsible liable to disciplinary actions. However, it will be necessary that any alleged perpetrator is made aware of the allegations against them and the name(s) of those making the allegations together with the name(s) of any witnesses.

No employee will be victimised or suffer detriment for making a complaint of harassment or bullying and no manager shall threaten either explicitly or implicitly that an employee’s complaint will be used as the basis for decisions affecting that employee. Such conduct will be treated as a very serious disciplinary offence. Similarly, managers are required to act on any complaint of harassment or bullying. Failure to do so will be regarded as misconduct which if proven, will result in disciplinary action.

All complaints of harassment or bullying whether raised formally or informally must be notified by the recipient of the complaint to Head Office.

## **PROCEDURE**

### **Informal Resolution**

Very often people are not aware that their behaviour is unwelcome or misunderstood and an informal discussion can lead to greater understanding and agreement that the behaviour will cease.

Complainants are therefore encouraged to try, if they feel able to do so, to resolve the problem informally by making it clear to the alleged harasser that his/her actions are unwanted and should not be repeated. This

may be done verbally or in writing in which case the complainant should keep a copy of the documentation and, where possible, the times and dates of incidents should be recorded.

If the complainant feels unable to approach the alleged harasser, a work colleague, or manager within the business could be asked to speak to the alleged harasser on the complainant's behalf. A note should be made of the action taken and the matter notified to the CEO.

An individual who is made aware that their behaviour is unacceptable should:

- Listen carefully to the complaints and the particular concerns raised;
- Respect the other person's point of view; everyone has a right to work in an environment free from harassment/intimidation;
- Understand and acknowledge that it is the other person's reaction/perception to another's behaviour that is important;
- Agree the aspects of behaviour that will change;
- Review their general conduct/behaviour at work and with workplace colleagues.

## **Formal Resolution**

If the alleged harassment continues, the complainant feels unable or unwilling to deal with the matter informally, or the allegation is so serious as to prevent use of the informal procedure, a complaint should then be raised formally.

Normally, details of the complaint should be submitted in writing to the employee's line manager. However, if the employee feels unable to do this, they should submit the complaint in writing to another manager within the business. In exceptional circumstances, allegations may be raised directly with the CEO who will with other appropriate senior managers, arrange for the matter to be progressed in accordance with this policy and procedure.

When dealing with a complaint of harassment under the Formal Resolution Procedure, the relevant manager should:

- Take full details of the incidents in writing from the complainant and their representative (if appropriate);
- Take full details from any witnesses/other complainants who come forward and may have witnessed the alleged behaviour.
- Inform the alleged harasser of the complaints against him/her, advise the alleged harasser to seek representation and invite him/her to a meeting in order that they can comment on the allegations against them.
- Keep all parties informed of expected timescales.
- Inform all parties in writing of the outcome and any action that may be required.

If the allegations and the working situation warrant it, the alleged harasser may be suspended during the investigation (in accordance with established disciplinary procedure) or transferred temporarily pending the outcome of the investigation, to another Department.

Should there be a case to answer against the alleged harasser, the manager who has dealt with the complaint will communicate this to an impartial manager within the business, who will conduct a separate disciplinary investigation. The normal disciplinary procedure for misconduct/gross misconduct should then be followed. However, the following points should be taken into account:

- The complainant will normally be required to attend the disciplinary hearing as a witness, unless there are exceptional circumstances which prevent them from doing so;
- If the complainant is required to attend, they are entitled to be accompanied by a work colleague and have any questions directed through that person.

If the complaint is upheld at the disciplinary stage, there are a number of possible outcomes for the harasser, depending on the evidence presented and the circumstances. These could include, but are not limited to:



- Dismissal
- A formal warning
- A recommendation of redeployment of the harasser, either on a temporary or a permanent basis. This will not be on any less favourable terms and conditions of employment.
- Implementation of other sanctions as detailed in the Company's Disciplinary Policy.
- Making arrangements for both parties to work separately as possible within the same workplace.

It should also be noted that the complainant may wish to move department or site depending upon the nature of the complaint and the people involved. Appropriate consideration should be given to this request and the outcome with reasons provided to the complainant.

With any allegation, the need for a thorough and objective investigation is paramount. Consequently, if through the course of the investigation evidence demonstrates that the allegation has been made frivolously, maliciously, or for personal gain, then the individual making the complaint will be subject to Disciplinary proceedings as outlined in the Company's Disciplinary Policy.

## Appeals

Appeals against decisions taken under the Bullying and Harassment at Work Policy and Procedure shall be dealt with as follows: -

- Appeals against a disciplinary sanction will be dealt with in accordance with the organisation's appeals process in the Disciplinary Procedure.

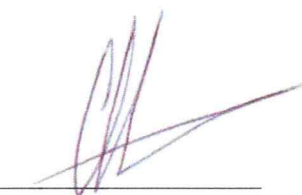
## Records

### Implementation and Enforcement

The Chief Executive Officer has ultimate responsibility for the implementation, monitoring and effectiveness of this policy, all employees have a responsibility to abide by this policy. Managers/Site Supervisors are responsible for the promotion and compliance of this policy in line with their areas of responsibility.

Failure to comply with the policy and its arrangements could lead to possible disciplinary action.

This policy and the way in which it is implemented, will be reviewed annually.

Signed: 

Chris Lee

**Position:** Chief Executive Officer

**Date:** January 2026



## **Stress and Mental Health Policy**

### **Introduction**

Anglian Excavations Limited (the company) are committed to protecting the health, safety and welfare of its employees. The company recognises that workplace stress and poor mental health is a health and safety issue. It also acknowledges the importance of identifying and reducing workplace stressors and to promote a positive mental health approach.

This policy will apply to everyone in the company. Managers and Supervisors are responsible for implementation and the company is responsible for providing the necessary resources.

### **Definition of stress**

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to an individual’s health and wellbeing.

### **Definition of mental health**

Mental health is defined as the level of psychological wellbeing or an absence of mental illness. It is the state of someone who is functioning at a satisfactory level of emotion and behavioural adjustment.

### **Policy**

The company is committed to regularly monitor workplace stressors across its operations and where required, conduct suitable risk assessments to identify adequate control measures to manage the risks from stress. The risk assessment will then be regularly reviewed.

Stress can affect one’s mental health and wellbeing which plays a significant factor in the working environment.

The company will consult with the relevant manager/supervisor on all proposed actions relating to the prevention of workplace stress and to support a positive and good mental health wellbeing with all employees.

Where required, the company will provide appropriate training for all managers and supervisory staff in good management practices.

Where stress or poor mental health has been identified within an employee, the company will advise the individual to access confidential counselling and/or suitable advice services that may be available to them.

Counselling and advice may be accessed via the company’s appointed occupational health provider or other sign posted methods for professional help for example GP practice, NHS on 111 or Samaritans support line.

The company will provide adequate resources to enable managers and supervisors to implement the company’s agreed stress and mental health arrangements.

### **Managers/Supervisors**

Implement recommendations of risks assessments within their jurisdiction.

Ensure good communication between management and staff, particularly where there are organisational and procedural changes.

Monitor workloads to ensure that people are not overloaded.

Monitor working hours and overtime to ensure that staff are not overworking and that they are taking their annual leave entitlement.

Attend training as requested in good management practice, mental health awareness and health & safety.

Ensure that bullying and harassment is not tolerated within their jurisdiction.

Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g., bereavement or separation.

To be discrete and respect confidentiality needs.

### **Health and Safety Staff (Occupational Health Provider)**

Provide or arrange for specialist advice and education on stress and mental health awareness.

Train and support managers in implementing stress risk assessment findings, where required.

Support individuals who have been off work with stress or mental health problems. Advise them and their management on a planned return to work and monitoring arrangements.

Refer to counsellors or specialist services as required.

Monitor and review the effectiveness of any control measures to reduce stress and any mental ill health effects.

Inform the employer and the health and safety committee of any changes and developments in the field of stress and poor mental health at work. This includes any new initiatives/campaigns published by the regulator or other parties for example 'Mind'.

### **Human Resources (HR Service Provider)**

To provide guidance to the business on the stress policy and new campaigns.

Provide support to the Employer, Contract Supervisors and individuals in a changing environment. To encourage referral to occupational workplace counsellor or other suitable health professional.

### **Employees**

Raise issues of concern with your Contract Supervisor or the organisations Health and Safety Manager.

Accept opportunities for counselling and professional advice when recommended.

### **Monitoring**

The Chief Executive Officer has ultimate responsibility for the health and welfare of all operatives/staff in his employment and will oversee the effectiveness of this policy and any controls measures that may have been introduced.

Signed: 

Chris Lee

**Position:** Chief Executive Officer

**Date:** January 2026