

CA DRILLERS LIMITED

DIAMOND DRILLING • DIAMOND SAWING • ROBOTIC DEMOLITION

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Equal Opportunities

and

Prevention of Workplace Bullying Policy Statement

CA Drillers Ltd is an equal opportunities employer and it is our policy to treat all employees and job applicants in the same manner, irrespective of their gender, age, race, ethnic origin, disability, pregnancy and maternity and sexual orientation. We recognise that: -

- Equal opportunity can only result from good employment practices.
- Our employees are our most valuable asset and must be effectively used.
- Every employee has a responsibility for the implementation of this policy.
- The Company must not discriminate on the grounds of sex, marital status, ethnic origin, colour, nationality, disability or any other grounds prohibited by legislation. This also includes areas not covered by legislation such as age.
- This policy applies to the recruitment process and appointment to jobs. It also applies to other aspects of employment such as conditions of work, pay and training.
- This policy applies equally to our dealings with customers and clients.
- Any employee may use the company grievance procedures to complain about discrimination and will not be penalised for such complaints providing they are true and made in good faith. In the case of serious harassment, then an employee may raise the matter directly with James Amos.
- Any documentation or records relating to the implementation of the opportunities policy will only be used for that purpose only.
- CA Drillers requires all employees to behave responsibly by complying with this policy, to not tolerate unacceptable behaviours, to maintain privacy during investigation and to immediately report incidents of workplace harassment or bullying to contact officers.
- Managers and Supervisors must also ensure that employees are not exposed to workplace harassment or bullying. Management are required to personally demonstrate appropriate behaviour, promote the workplace harassment and bullying prevention policy, treat complaints seriously and confidentially and ensure where a person lodges or is witness to a complaint, that this person is not victimised.

In order to achieve this policy, the Company will: -

- Monitor the make-up of the workforce regularly and take action if the policy is not working properly. If inequalities arise, the Company will ensure that positive action is taken to remedy the situation.
- Ensure that any employee who treats another employee in a manner that is not in accordance with this policy will be subject to the Company's disciplinary procedure. Such behaviour may be classified as gross misconduct rendering an individual liable to instant dismissal.
- Will ensure full compliance with the Equality Act 2010.
- CA Drillers has a complaint handling system which includes procedures for reporting, investigating, resolving and appealing workplace harassment and bullying complaints.
- Any reports of workplace harassment or bullying will be treated seriously and investigated promptly, fairly and impartially. A person making a complaint and/or is a witness to workplace harassment or bullying will not be victimised.
- Consequences Of Breach of Policy - Disciplinary action will be taken against a person who harasses or bullies a worker or who victimises a person who has made or is a witness to a complaint. Proven workplace harassment or bullying will constitute misconduct and as a result the person may be dismissed without a notice period.
- Complaints of alleged workplace harassment or bullying found to be malicious, frivolous or vexatious may make the complainant liable for disciplinary action.
- Review this policy periodically.

THIS POLICY WILL BE REVIEWED ON AN ANNUAL BASIS

James Amos Managing Director CA Drillers Ltd

24th February 2022



Registered as a limited company in England and Wales under company number: 03958270