

## EQUAL OPPORTUNITIES POLICY

RJT Excavations Ltd is an Equal Opportunities Employer. It is the Company's policy to ensure that all job applicants and employees are treated fairly on merit regardless of their sex status, marital status, age, race, religion, political belief, colour, nationality, national or ethnic origin or disability and will not discriminate either directly or indirectly on any of the grounds designated as protected characteristics in Section 4 of the Equality Act 2010.

All employees should be aware of the importance that the Company attaches to its Equal Opportunities Policy and with this in mind should ensure that they do not by their own actions, behavior or attitudes directly or indirectly or unintentionally discriminate against job applicants or employees.

Any acts of discrimination will be treated as disciplinary offences; these will include, for example, discrimination in recruitment, promotion, training, refusing to work with or harassing a person because of their sex status, marital status, age, race, religion, political belief, colour, nationality, national or ethnic origin or disability.

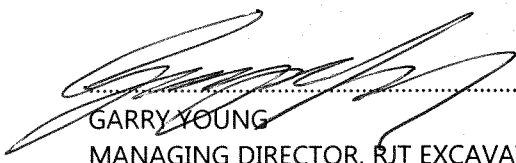
All employees have the right to be treated with dignity and respect by their colleagues and as such the Company is committed to providing a working environment free of any harassment or intimidation.

Any harassment, whether sexual, racial or on the grounds of disability, is unlawful. Harassment is any conduct related to sex, sexual orientation, marital status, age, race, religion, political belief, colour, nationality, national or ethnic origin or disability which is unwanted or offensive to the individual involved, or which causes the individual to feel threatened, humiliated, or harassed or which interferes with the individual's performance, undermines their job security or creates a threatening or intimidating work environment.

Harassment is damaging to the individual and to the Company and will not be tolerated. It will be treated as a disciplinary offence and in serious cases will constitute gross misconduct and may lead to summary dismissal.

This policy is communicated to all interested parties as well as signed copy being made available to the wider community through publication on our Website and Company Noticeboard at Jedburgh office.

Authorised by:

A stylized, handwritten signature in black ink, appearing to read 'Garry Young', written over a dotted line.

GARRY YOUNG  
MANAGING DIRECTOR, RJT EXCAVATIONS LTD

**DATE APPROVED:** 21<sup>st</sup> APRIL 2023

**REVIEW DATE:** APRIL 2024

