

Hitachi Construction Machinery (UK) Equal Opportunities Policy

Scope

Policy Statement

Hitachi Construction Machinery UK Ltd is an equal opportunity employer and is fully committed to a policy of treating all its employees and job applicants equally. We must respect each and every employee of Hitachi Construction Machinery UK Ltd, and equally, those various people you come across in day-to-day life. All employees have a shared responsibility to maintain a positive and respectful workplace environment in which everyone we come into contact with is treated with fairness, respect and dignity.

Similarly, we must take responsibility to ensure that third-parties that we engage with also share our ethical values and conduct activities in a manner that respects human rights around the world.

The Company values diversity of both people and thought. We will take reasonable steps to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion, and every other aspect of employment are based solely on the basis of their experience, abilities and qualifications without regard to race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, marital status, age or disability.

The Company will also take all reasonable steps to provide a work environment in which all employees are treated with respect and dignity and that is free of discrimination, bullying and harassment based upon an employee's race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, marital status, age or disability. The Company will not condone any form of harassment, whether engaged in by employees or by outside third parties who do business with the Company.

Employees have a duty to co-operate with the Company to ensure that this policy is effective in ensuring equal opportunities and in preventing discrimination or harassment. Action will be taken under the Company's disciplinary procedure against any employee who is found to have committed an act of improper or unlawful discrimination, harassment, bullying or intimidation. Serious breaches of this policy will be treated as potential gross misconduct and could render the employee liable to summary dismissal. Employees should also bear in mind that they can be held personally liable as well as, or instead of, the Company for any act of unlawful discrimination.

Employees should draw the attention of their line manager to suspected discriminatory acts or practices or suspected cases of harassment. Employees must not victimise or retaliate against an employee who has made allegations or complaints of discrimination or harassment or who has provided information about such discrimination or harassment. Such behaviour will be treated as potential gross misconduct in accordance with the Company's disciplinary procedure.

Status of this Policy

The policy does not give contractual rights to individual employees. We reserve the right to alter this policy from time to time.

Who this Policy Applies to

This policy applies to all employees and suppliers/business partners acting on behalf of Hitachi Construction Machinery UK Ltd (namely HCMUK/the Company). In this policy, reference to “employee” includes reference to any employees, consultants, temporary/agency staff, volunteers, associated person or anyone acting on behalf of HCMUK.

References to “you” and “your” in this Policy refer to employees of HCMUK and references to “we”, “us” or “our” refer to HCMUK/the Company itself.

Responsibility

The Directors, Senior Management and heads of department shall take overall responsibility for implementing this policy and its objectives. However, you should discourage any such behaviour by making it clear that you find it unacceptable and by supporting colleagues if they are experiencing harassment or bullying and are considering making a complaint. You should alert a Manager or Supervisor to any incidents to enable the Company to deal with the matter. All queries regarding this policy should be sent to humanresources@hitachicm.co.uk.

Human Rights

These are fundamental rights that guarantee human dignity, including the right for us to live happily, and are common to all people regardless of differences in race, ethnicity or gender. Human rights are common to all people, irrespective of nationality, place of residence, gender, country of origin, ethnicity, tribe, skin colour, religion, and language. As a company we must uphold those human rights of our employees.

Modern Slavery

Modern slavery continues to affect millions around the world and includes those being exploited and forced to work either through violence, threats, and coercion. The most widespread form of slavery is bonded labour involving workers borrowing brokerage fees and other loans, as a result of which workers’ passports and identity documents are confiscated. We must ensure that neither HCMUK nor any of our business partners engage in any forms of exploitative labour practices.



Recruitment, Advertising and Selection

The recruitment process will be conducted in such a way as to result in the selection of the most suitable person for the job in terms of experience, abilities and qualifications. We are committed to this policy at all stages of recruitment and selection.

Advertisements will encourage applications from all suitably qualified and experienced people. When advertising job vacancies, in order to attract applications from all sections of the community, the Company will, as far as reasonably practicable:

1. Ensure advertisements are not confined to those publications which would exclude or disproportionately reduce the numbers of applicants of a particular gender, sexual orientation, religion or racial group;
2. Avoid prescribing any unnecessary requirements which would exclude a higher proportion of a particular gender, sexual orientation, religion or racial group or which would exclude disabled job applicants;
3. Avoid prescribing any requirements as to marital status;
4. Where vacancies may be filled by promotion or transfer, they will be published to all eligible employees;
5. Ensure that the setting of age limits as a criterion of any specific job is justifiable.

The selection process will be carried out consistently for all jobs at all levels. Employees responsible for short-listing, interviewing and selecting candidates will be clearly informed of the selection criteria and of the need for their consistent application. The selection of new staff will be based on the job requirements and the individual's suitability and ability to do, or to train for, the job in question.

With disabled job applicants, we will have regard to make reasonable adjustments to work arrangements or to work premises in order to ensure that the disabled person is not placed at a substantial disadvantage in comparison with persons who are not disabled.

Terms of Employment, Benefits, Facilities and Services

We will review terms of employment, benefits, facilities and service from time to time, in order to ensure that there is no unlawful discrimination on the grounds of race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, marital status, age or disability.

Equal Pay

We are committed to equal pay in employment. We believe that male and female employees should receive equal pay for like work, work rated as equivalent or work of equal value. In order to achieve this, we will endeavour to maintain a pay system that is transparent, free from bias and based on objective criteria.

Harassment

The Company is committed to providing employees a workplace that is free from harassment or other personal behaviour that is not conducive to a productive work climate. Harassment includes sexual harassment, power harassment (otherwise known as workplace bullying), amongst many other forms. We will not tolerate any form of abuse or harassment of employees, contractors, suppliers, customers or anyone else we deal with.

Harassment can also take other forms including maternity harassment, paternity harassment. All forms of harassment infringe on an employee's privacy and dignity, and are considered breaches of basic human rights. Employees have a shared responsibility to ensure the workplace is free of harassment and discrimination, and should always remember to consider the perspective of others.

Power Harassment

Power harassment refers to behaviour that causes mental or physical distress to an employee against the backdrop of workplace seniority. Power harassment is also often referred to as workplace bullying. This can include (but not limited to): threats, teasing, name calling, abuse, gossip and practical jokes, humiliation, ridicule (in private or in front of others), imposing excessive workloads or impossible deadlines, withholding information and excessive monitoring.

It should be noted that it is the impact of such behaviour which is relevant, and not the motive or intent behind it. Such harassment is not restricted to behaviour performed by a supervisor to a subordinate, but can also include behaviour between seniors, juniors and colleagues, as well as by subordinates to their superiors.

Sexual Harassment

Sexual harassment refers to any unwanted, unwelcome or uninvited behaviour of a sexual nature which makes a person feel offended or creates an intimidating and offensive workplace. Such behaviour, which may be verbal, physical or gestural in nature, can be made both implicitly or explicitly. Sexual harassment may occur between persons of different or the same sex, and can occur outside of both the workplace and working hours. Some examples of behaviour that may be considered forms of sexual harassment include:

- Inappropriate physical contact or staring at an individual in an intrusive and abnormal manner;
- Engaging in vulgar discussions, including sending email and messages with sexual content;
- Making gender-based discriminatory remarks;
- Forcing an individual into a sexual relationship;
- Persistently making comments or asking personal questions such as "You need to get married soon" and "Don't you have children yet?"

Maternity and Paternity Harassment

Maternity harassment and paternity harassment refer to actions and remarks involving discrimination of a parent or expecting parent, such as dismissal on the grounds of pregnancy, childbirth, or childcare leave.

Reporting Complaints

All allegations of discrimination or harassment will be dealt with seriously, confidentially and speedily. The Company will not ignore or treat lightly grievances or complaints of discrimination or harassment from members of a particular sex, sexual orientation, age, marital status, religion or racial group or from employees who are disabled.

With cases of harassment, while the Company encourages employees who believe they are being harassed to notify the offender (by words or by conduct) that his or her behaviour is unwelcome, the Company also recognises that actual or perceived power and status disparities may make such confrontation impractical.

If you wish to make a complaint of discrimination or harassment, you should:

Report the incident of discrimination or harassment to your line manager. If you do not wish to speak to your line manager, you can instead speak to an alternative line manager or to a member of the Human Resources department. Such reports should be made promptly so that investigation may proceed and any action taken expeditiously.

The allegation will be promptly investigated and as part of the investigatory process, you will be interviewed and asked to provide a witness statement setting out the details of your complaint. Confidentiality will be maintained during the investigatory process to the extent that this is practical and appropriate in the circumstances. However, in order to effectively investigate an allegation, the Company must be able to determine the scope of the investigation and the individuals who should be informed of or interviewed about the allegation.

Once the investigation has been completed, you will be informed of the outcome and the Company's conclusions. The Company is committed to taking appropriate action with respect to all complaints of discrimination or harassment which are upheld. You will not be penalised for raising a complaint, even if it is not upheld, unless your complaint was both untrue and made in bad faith. Alternatively, you may if you wish use the Company's grievance procedure to make a complaint.

Breaches of This Policy

Any employee who is found to have discriminated against or harassed another employee in violation of this policy will be subject to disciplinary action under the Company's disciplinary procedure. Such behaviour may be treated as gross misconduct and could render the employee liable to summary dismissal. In addition, line managers who had knowledge that such discrimination or harassment had occurred in their departments but who had taken no action to eliminate it will also be subject to disciplinary action under the Company's disciplinary procedure.

Communication and Policy Awareness

The Company will train all managers on equal opportunities and in helping them to identify discriminatory acts or practices or acts of harassment or bullying. Line managers will be responsible for ensure they actively promote equal opportunity within the departments for which they are responsible. The Company will provide continuous training to all employees to help them understand their rights and responsibilities in relation to this policy and what they can do to create a work environment free of bullying and harassment.

Monitoring Equal Opportunity and Dignity at Work

The Company will regularly monitor the effects of selection decisions, personnel, pay practices and procedures in order to assess whether equal opportunity is being achieved. This will also involve considering any possible indirectly discriminatory effects of its working practices.

Andrew Shield
Chief Finance Officer



David Roberts
Chief Executive Officer

