

Skanska UK

# Inclusion and Diversity

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## 1 UK Policy statement

Skanska UK recognises that providing equality of opportunity, valuing diversity, and creating an inclusive culture is vital to running a sustainable and profitable business.

We want to attract, recruit, retain and develop our employees and supply chain, and to mirror the diversity of the communities we work in. We have taken action to improve the diversity and inclusion in Skanska but recognise we must continue to improve. We are committed to fostering an inclusive workplace culture where everyone can be their whole self at work, that will result in improved engagement, increased wellbeing and greater learning and operational performance through a truly integrated diverse workforce.

The Senior Management Team at Skanska UK are fully committed to this policy and creating work environments which are truly inclusive, where people are able to be themselves, irrespective of background, gender, colour, or sexual orientation. Scope of application

The requirements of this UK Policy apply to all Skanska entities and employees.

## 2 Accountability

This policy is led by Skanska UK's Business Unit President with full support from the Skanska UK Executive and Senior Management Teams.

The Executive Vice-President for Human Resources will be responsible for the implementation of the policy.

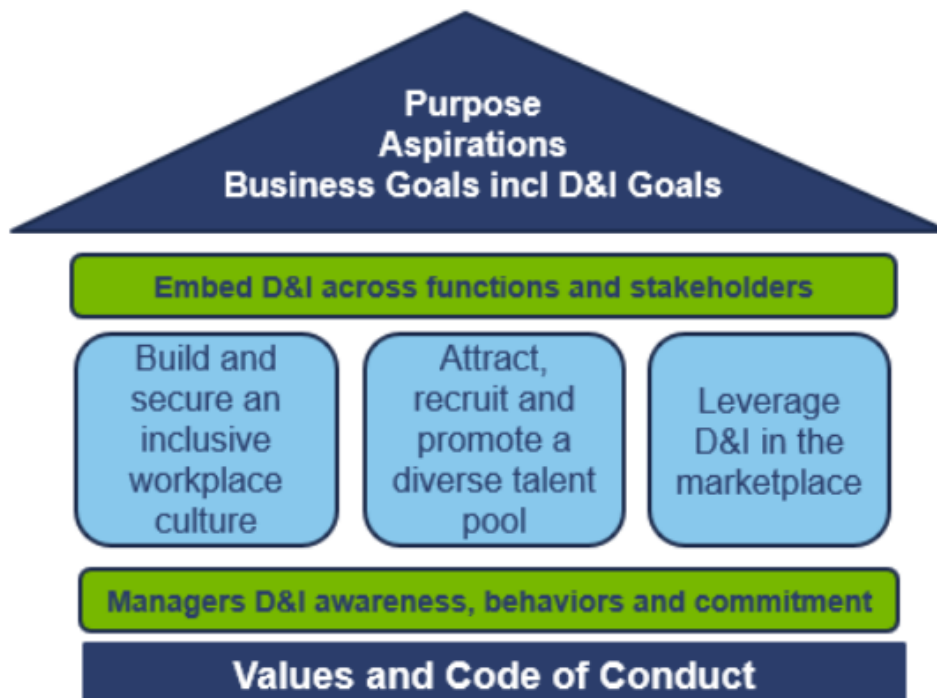
Every Skanska UK employee has the responsibility to promote and foster an inclusive culture by:

- Familiarising themselves with this policy and undertake any training provided by Skanska, focused on increasing their awareness of inclusion and diversity
- Treating everyone with respect and courtesy, whether a colleague or external contact
- Positively contributing to creating an inclusive culture where difference is respected, valued and utilised to improve our business
- Not making comments, or taking actions, that could be perceived as discriminatory, harassing, victimising, bullying, or disrespectful even if they are not made with that intention. For example, banter with a colleague that is not seen by that colleague as unwelcome but could be offensive to an observer
- Respectfully challenging colleagues, and all individuals at work, whose behaviour could be perceived as unwelcome or unacceptable, whether to themselves or to someone else
- Co-operating with management in eliminating any discriminatory practices that may be identified at a department, operating unit and business unit level
- Raising a complaint under the Company's grievance procedure, if an employee believes they have received less favorable treatment due to a personal characteristic

- In addition, any employee who has line management responsibility in Skanska must also identify and resolve any instances of unfair treatment within their areas of responsibility quickly and sensitively, in accordance with existing procedures and notify their senior manager and HR Business Partner
- Anyone presenting at an external event is encouraged to be an active role model and check the event or panel they are joining is diverse.

### 3 Skanska global D&I strategy

To focus and drive our actions we utilise our global diversity and inclusion framework:



Under each of the pillars of the framework we have identified our key focus areas, actions, and aspirational targets to ensure we deliver.

### 4 Equality of opportunity

Skanska UK is committed to providing equal opportunities for all employees and to support and encourage everyone to reach their full potential. Skanska UK will not tolerate discrimination, harassment, victimisation, bullying or any other form of unfair treatment towards anyone on the basis of the 2010 Equality Act and other protected characteristics:

- Age
- Gender identity and gender expression
- Ethnicity, race or nationality
- Pregnancy, maternity or paternity
- Disability
- Religion or Faith
- Sexual Orientation

- Marital or civil partnership status
- Social background
- Membership or non-membership of a trade union
- Ex-forces and spouses of military forces personnel.

This list of personal characteristics is not exhaustive.

At Skanska UK we will adhere to all legislation and international agreements that are relevant to inclusion and diversity. This includes specific anti-discrimination legislation as well as general employment legislation.

## **5 Complaints**

All complaints will be taken seriously and will be dealt with promptly and confidentially. Any employee who is found to unfairly discriminate against another employee or potential employee due to the characteristics listed above will be managed in accordance with the Disciplinary (conduct) Procedure. In certain circumstances an offence of this nature may constitute gross misconduct, resulting in dismissal.

Employees can raise a complaint via their line manager, HR Business Partner, or confidentially using the code of conduct hotline. Further information can be found on the Code of Conduct OneSkanska page.

## **6 Training**

Code of Conduct training is mandatory for all employees and new employees cannot start work until the training is complete.

## **7 Flexible working**

Flexible working is an important part of creating an inclusive workplace to ensure all employees are supported in having a good work-life balance. Refer to the Flex-it Framework and Flexible Working Procedure for further details.

## **8 Implementation, monitoring and review**

This policy will be implemented through the collaboration of the I&D Leaders Group and the I&D Working Groups. Progress against actions and objectives will also be reported in the I&D dashboard to the Executive Vice-President for Human Resources and Skanska HQ.

Personal data will be used to monitor progress. This data processing is compliant with the UK Data Protection Act (2018) and UK General Data Protection Regulations (2018) (GDPR).

## 9 Further guidance

The following OneSkanska pages provide more information on Skanska's Inclusion and Diversity activities, and how you can contribute to making Skanska a more inclusive place to work:

- Code of Conduct
- Inclusion & Diversity
- Employee Assistance Programme
- Skanska Online Academy (Training)
- Governance Framework