

Diversity, Inclusion and Equality Policy

Who this policy applies to This policy applies to all Skanska UK Plc employees.

Policy Statement At Skanska UK we are committed to the ongoing development of a sustainable and profitable business. We recognise a key success factor in this is creating a business culture of innovation, collaboration, ethical behaviour and diverse thinking. To develop and maintain this we are committed to ensuring that we foster an inclusive culture that mirrors the diversity in society at all levels of our business.

Our global vision is:

- **By 2020 we are recognised as a leader in diversity and inclusion in all our home markets.**
- **We mirror the diversity in society at all levels of our organisation.**
- **Our leaders are excellent in fostering an inclusive culture.**

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



Under each of the pillars of our framework we have identified our key focus areas, actions and aspirational targets to ensure we deliver on our 2020 Vision.

Outcomes The Senior Management Team for Skanska UK is fully committed to this Policy and through its implementation we will achieve these outcomes:

- **Fairness, Inclusion & Respect for Everyone** - We are committed to treat people fairly, with respect and ensure they feel included, no matter what their background or personal characteristics. This includes:
 - All employees and workers
 - Trade contractors and their employees
 - Our suppliers
 - Our clients and their representatives
 - People in the communities and localities in which we operate; and
 - Anyone else who has contact with Skanska UK

Everyone has the right to work with Skanska without fear of bullying, harassment and victimisation.

- **Open Recruitment** - All employment opportunities in Skanska UK are publicised in an open manner. Our aim is to ensure that the widest possible group of suitable applicants are aware of opportunities to work at Skanska UK. This will maximise our chances of recruiting the best possible talent from all sections of society and from the communities in which we operate. We will look to actively communicate potential employment opportunities to groups who are currently under-represented within the workforce.
- **Recognition of Value of Diversity** – Skanska UK recognises that diversity is a positive attribute and understands and welcomes the differences and benefits that a diverse workforce brings.
- **Importance of Merit** - All selection and promotion decisions should be based on identifying the best possible candidate using fair, unbiased and objective criteria.
- Skanska UK should be a **truly inclusive place** to work for everyone. Everyone who works for Skanska UK will have an equal opportunity to make a contribution.
- We engage and develop our own **Supply Chain** so it is in itself both inclusive and diverse in regard to its employees and stakeholders. This will manifest itself in different ways according to the different locations in which we operate and procure from.

Equality of Opportunity

Skanska UK is committed to providing equality of opportunity in all areas of employment and business. All employees at Skanska UK are to be provided with an inclusive culture and equal opportunities to achieve their full potential. At Skanska UK we will not tolerate discrimination, harassment, victimisation, bullying or any other form of unfair treatment towards anyone on the basis of the following additional personal characteristics:

- Age
- Gender, including transgender
- Ethnicity or Race
- Nationality
- Disability
- Religion or Faith
- Sexual Orientation
- Marital status, (including Civil Partnerships)
- Social/regional background
- Career history
- Membership or non-membership of a trade union

This list of personal characteristics is not exhaustive.

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

Complaints

All complaints will be dealt with seriously, 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 guilty of a disciplinary offence. They will therefore be dealt with in accordance with the Company's disciplinary procedure. In certain circumstances an offence of this nature may constitute gross misconduct, resulting in summary dismissal.

Monitoring

We will seek to maintain & improve the quality of data regarding diversity and inclusion within our own workforce in order to ensure that we are meeting our goals to attract talent from all sections of society and in the communities we operate. This data is kept securely and in confidence for all employees during their employment. Only authorised employees will have access to this information, which is not disclosed other than as required by law.

Responsibilities

This Diversity, Inclusion and Equality Policy is led by Skanska UK's Business Unit President with full support from the Skanska UK Senior Management Team.

The Executive Vice-President for Human Resources will be responsible for the implementation of the Policy and will formally review it at least once a year.

As part of this Diversity, Inclusion and Equality policy every Skanska UK employee has the following responsibilities:

- Familiarise themselves with this policy and undertake any training provided by Skanska, focused on increasing their awareness of diversity, equality and inclusion.
- To treat everyone with respect and courtesy, whether a colleague or external contact.
- To positively contribute to creating an inclusive culture where difference is respected, valued and utilised to improve our business.
- To not make comments, or take 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.
- To respectfully challenge colleagues, and other people at work, whose behaviour could be seen as unwelcome or unacceptable, whether to themselves or to someone else.
- To co-operate with management in eliminating any discriminatory practices that may be identified at a department, operating unit and business unit level.
- To feel able to instigate a complaint under the Company's grievance procedure, if an employee believes he or she has received less favourable treatment due to a personal characteristic.
- In addition, any employee who has line management responsibility in Skanska must also identify and deal with any instances of unfair treatment within their areas of responsibility quickly and sensitively, in accordance with existing disciplinary procedures and notify their senior manager and HR Business Partner.

Useful Information

For further information on Skanska's Diversity, Inclusion and Equality Policy, or to contribute to making Skanska a more inclusive place to work, please contact hrDirect@skanska.co.uk

Alternatively, please refer to the following pages on OneSkanska for further guidance.

- Code of Conduct
- Diversity & Inclusion
- Disciplinary – Conduct Policy
- Grievance Policy
- Employee Assistance Programme
- Skanska Online Academy (Training)