

OFFICE MANUAL, SECTION 4
EQUALITY POLICY

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REVISION TABLE

Revision*	Date	Comments
A, B, C, D	NA	-
E	20/10/2009	-
F	10/09/2010	-
1	25/07/2014	-
2	19/05/2017	Inclusion of flexible working, freedom of association, and the Investigation and Grievance Process.
3	21/05/2020	Renamed to Equality Policy. Updated for best practice and TfL requirements.
4	17/02/2022	Legal definitions added
5	21/04/2023	New section 3 and 4, Simplified Appendix A and B
6	02/05/2024	New logo, changes to wording in section 3b, and new information on UK living wage in section 5
7	24/04/2025	Changes to wording in section 1, amended section 7, added section 8 on remote working and Appendix C.
8	28/04/2026	Minor rewording in Policy Statement, renamed section 3 and 7, minor rewording in section 4, rewritten section 8, removed Appendix A and B and references to them from section 6, New Appendix A updated

*Following re-formatting and consolidation in July 2014 revision naming was changed from letters to numbers.

EQUALITY POLICY

1. EQUALITY POLICY STATEMENT

Robert Walpole and Partners (RWP) is committed to treat all its applicants, employees and customers fairly, regardless of their race (including ethnic origin or nationality), sex, religion or belief, disability, age, sexual orientation, gender reassignment, marriage and civil partnership, associations or during pregnancy and maternity.

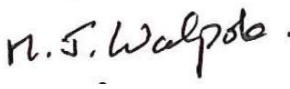
Robert Walpole and Partners is committed to avoiding discrimination, harassment and victimisation in all aspects of employment and will monitor the application of this policy. RWP will take necessary actions to ensure this policy remains fully effective and follows all relevant legislation in the United Kingdom, in particular the Equality Act 2010. RWP supports flexible working arrangements to allow employees to balance their professional and personal responsibilities in a manner that supports well-being and productivity at work.

Robert Walpole and Partners seeks to promote equal opportunities awareness among staff, suppliers and customers where possible. The policy applies to all applicants, employees, suppliers and customers.

Robert Walpole and Partners is committed to:-

- a) Provide training and guidance for key decision makers such as management and supervisory staff and those involved in personnel and employment processes e.g. recruitment and selection;
- b) Monitor the existing workforce, and the effects and application of this policy;
- c) Examine and review existing procedures for recruitment, selection, promotion and training in order to create fair conditions of employment;
- d) Implement the Investigation and Grievance Process, and develop those mechanisms for resolving grievances about unfair discrimination and harassment;
- e) Encourage key suppliers to adopt best practice with regards to equality and diversity.

This policy will be reviewed annually by the partners.

Signed: 

M. J. Walpole
Senior Partner

Date: 2026-04-28

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2. EQUALITY ACT 2010

The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society. It defines nine protected characteristics:

- a) Age
- b) Disability
- c) Gender reassignment
- d) Marriage and civil partnership
- e) Pregnancy and maternity
- f) Race
- g) Religion or belief
- h) Sex
- i) Sexual orientation

The Equality Act 2010 also protects against discrimination by association, when someone is treated unfairly because people in their life (like family members or friends) have a protected characteristic.

The Equality Act 2010 protects from discrimination by:

- a) Employers
- b) Businesses and organisations which provide goods or services
- c) Health and care providers
- d) Landlords
- e) Education providers
- f) Transport services
- g) Public bodies

More information on the legislation and its implications can be found on government [website](#).

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3. FORMS OF DISCRIMINATION

Discrimination can come in one of the following forms:

- a) **Direct discrimination** occurs when someone is treated worse than someone else because of a protected characteristic. In other words, it is unfair treatment of a person because of who they are.
- b) **Indirect discrimination** occurs where an employer has rules or arrangements in place that apply to everyone but disproportionately disadvantages individuals with a protected characteristic. It may not be intended to treat anyone less favourably but disadvantages a group of people with a particular protected characteristic. For example, a blanket policy against flexible working can be indirect sex discrimination.
- c) **Harassment** is unwanted behaviour that is offensive or hostile, which makes you feel uncomfortable, intimidated or humiliated, on the basis of a protected characteristic.
- d) **Victimisation** occurs when someone is disadvantaged or punished because they have complained (or intend to complain) about discrimination or harassment in the workplace, or because they helped someone who has been discriminated against.

4. FAIRNESS, INCLUSION & RESPECT (FIR)

The difference between equality, diversity, and inclusion is that equality means making sure everyone can access the same opportunities, whereas diversity means valuing the differences between people, and inclusion is a measure of how safe and welcome people feel in their environment.

The Fairness, Inclusion and Respect (FIR) programme is an industry-wide initiative that aims to make workplaces better for everyone. The programme provides, free, industry-endorsed training, resources, and guidance materials. These are aimed at supporting businesses to be more innovative and profitable by addressing workplace culture challenges and helps attract and retain people from the full pool of talent. More information and training modules can be found by visiting the Supply Chain Sustainability School's [website](#).

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5. RECRUITMENT

At Robert Walpole and Partners, we aim to open recruitment to as diverse range of candidates as possible in order to find the very best match for our positions. All employment opportunities are to be advertised with widely accessible internet platforms, local recruitment agencies, and on our website making positions available to everyone.

To make the most of a local workforce we will primarily consider applicants from within our working regions, which generally includes London and the Southeast of England.

RWP are keen to support unemployed ICE (Institution of Civil Engineers) members and recruit them in conjunction with the ICE's Benevolent Fund programmes. In addition, each year we offer flexible student placements to those just starting their career.

RWP is committed to ensure fair compensation for all staff. RWP offers annual salaries for its direct employees and hourly rates for contracted staff. These are compared to appropriate Living Wage rates set by Living Wage Foundation, a citizens UK initiative, to ensure compliance (<https://www.livingwage.org.uk>).

6. EQUALITY OBJECTIVES AND INDUSTRY FEEDBACK

To achieve continual improvement in line with this policy, RWP sets equality and diversity objectives as listed in our Annual HSEQ and Equality Objectives (Office Manual part 9).

As industry best practice changes, the company may receive feedback about improving equality and diversity from employees, customers, and any other key stakeholders. The company is committed to listening to such feedback in an open manner and will update our objectives and this policy as required.

Where a client's equality and diversity policies set higher standards than this policy, Robert Walpole and Partners will adhere to those policies as well as our own.

7. REPORTING HARASSMENT, BULLYING OR GRIEVANCES

Any reports of harassment, bullying or grievances will be dealt with in accordance with our Investigation and Grievance Process (Office Manual Part 13). We are committed to promoting good relations both within our workforce and with all stakeholders and encourage all to raise any concerns related to this policy.

Bullying, including cyberbullying or any behaviour intended to undermine, humiliate, intimidate, or degrade a colleague, is considered unacceptable and will not be tolerated at Robert Walpole and Partners. Bullying may be a one-off incident or a repeated pattern of behaviour, and it can occur in person, via digital communication, or through other indirect means. Any instance of bullying will be treated with the same seriousness as other forms of harassment and will be addressed using the same procedures.

In line with our Whistleblowing Policy (Office Manual Part 08), no one who reports any concern under this policy in good faith will be subjected to any detriment for coming forward. Appropriate support and guidance will be provided to all parties involved in line with our commitment to a fair and respectful working environment.

8. FLEXIBLE AND REMOTE WORKING

8.1. Conditions of remote working authorisation

Employees working remotely are to:

- a) Be working and contactable during their core working hours.
- b) Communicate their planned working hours to the team they are working with.
- c) Attend TEAMS meetings online and in-person meetings at the office when requested.
- d) Attend training courses as required.
- e) Maintain a suitable and safe working environment.
- f) Adhere to all company policies and procedures, in particular those relating to Health and Safety, Drug and Alcohol, Data Protection and Fatigue Management.
- g) Use secure internet systems at all times; public Wi-Fi must not be used.
- h) Provide RWP with up-to-date contact details.

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Except for short periods, remote working from abroad is not suitable for roles which require UK site visits. Exceptions for family emergencies will be reviewed on a case-by-case basis.

8.2. Remote Working Within the UK

Remote working arrangements within the United Kingdom may be requested on a temporary or regular basis. The approval is subject to operational requirements and suitability of the role. Remote working must be requested and approved in advance.

8.3. Remote Working Abroad

Approval Process

- 1) A request to work remotely must be submitted for approval at least 2 months in advance using 'Work Abroad Request Form' (refer Appendix A of this policy).
- 2) Discuss the intention to work remotely with your line manager. It is the applicant's responsibility to arrange suitable cover for UK site work.
- 3) Send the form to Luke Fenlon (luke.fenlon@robertwalpole.co.uk) for approval.
- 4) A calendar entry must be sent to holidays@robertwalpole.co.uk with your name, staff code and the purpose clearly stated (e.g. B73 – Name – Remote work abroad), marked as "All Day".

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APPENDIX A – WORK ABROAD REQUEST FORM**Employee Details**

Full Name	
Job Title	
Line Manager	

Work Abroad Request Details

Country	
Dates	Start date: End date: Total number of working days:
Primary reason for working abroad	
Work location while abroad (e.g. home address, co-working space)	
Time zone during working hours	
Will your working hours remain the same as your UK hours?	<input type="checkbox"/> Yes <input type="checkbox"/> No, please detail your proposed working hours:
Do you have access to secure internet connection?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you require additional hardware/software?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How will you ensure data security and confidentiality while abroad?	
Your contact number while abroad	Phone number:
Emergency contact while abroad	Name: Phone number:

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Approvals

Employee Declaration:

I confirm the information provided is accurate and I will adhere to company policies while working abroad.

Signature	
Date	

Manager Approval:

Approved Declined

Comments	
Signature	
Date	