

VERAXUS LTD

Equality, Diversity, Inclusion and Fairness, Inclusion & Respect Policy Statement

Formal policy statement for anti-discrimination compliance, fair treatment, respectful behaviour and positive working culture

Company	Veraxus Ltd
Document owner	Alex Stefan, Director
Last reviewed / approved	19 May 2026
Next review due	19 May 2027, or earlier if legislation, client requirements, workforce arrangements or project activities change

Status: current policy statement approved for supplier registration, SSIP/PQS support, client issue and internal briefing.

COMPLIANCE Equality Act 2010 and anti-discrimination duties	CULTURE Fairness, Inclusion and Respect in daily work	CONDUCT Dignity, respectful communication and no harassment
ACCESS Reasonable adjustments where required and practicable	CONTROL Induction, supervision, reporting and follow-through	SCALE Proportionate controls for a small director-led contractor

Policy position: Veraxus Ltd is committed to meeting its duties under the Equality Act 2010 and wider anti-discrimination legislation. The company expects everyone working on its behalf to treat people fairly and equally so that no individual or group is treated less favourably because of a protected characteristic or because they have raised a concern in good faith.

1. Policy statement

Veraxus Ltd is committed to equality, diversity, inclusion and Fairness, Inclusion & Respect (FIR) in the way it recruits, engages, manages, supervises and communicates with people. The company will take reasonable and proportionate steps to prevent unlawful discrimination, bullying, harassment, victimisation and exclusionary behaviour.

This policy applies to directors, employees, labour-only operatives, self-employed persons, subcontractors, suppliers, consultants and other persons working on behalf of Veraxus Ltd. It also applies to conduct towards clients, residents, building users, visitors, members of the public and other contractors where the interaction is connected to Veraxus Ltd work.

What we commit to Fair treatment, dignity, respect, equal opportunity, reasonable adjustments and prompt action where concerns arise.	What we do not claim A large HR department, a perfect workplace, or a fully developed diversity-reporting system beyond the company's current size.	Why this is credible The controls are practical: written standards, induction, supervision, site conduct, concerns handling and annual review.
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2. Legal and guidance alignment

This policy has been reviewed against current public guidance available on 19 May 2026. The main legal framework is the Equality Act 2010, which protects people from discrimination in the workplace and wider society. The policy also uses the construction-sector language of Fairness, Inclusion & Respect (FIR), because this is recognised across the built environment supply chain as a practical way to improve workplace culture.

Protected characteristics covered	Age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race including colour, nationality and ethnic or national origin; religion or belief; sex; and sexual orientation.
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3. Scope and practical application

Veraxus Ltd works as a small, director-led contractor and may operate across different project environments. This policy is therefore written broadly enough to apply to construction, refurbishment, maintenance, flooring, restoration, fit-out, occupied premises, commercial environments and other controlled work settings, without suggesting that Veraxus Ltd directly self-delivers every specialist trade.

People	Places	Activities	Interactions
Directors, employees, operatives, labour-only workers, subcontractors and suppliers	Sites, offices, client premises, occupied premises, vehicles, meetings and remote communication	Recruitment, engagement, induction, supervision, performance, communication and close-out	Clients, residents, users, visitors, principal contractors, other trades and the public

4. Core commitments

Fair treatment and equal opportunity	Decisions relating to work, engagement, training, supervision, allocation of tasks and development should be based on relevant skills, competence, availability, performance, behaviour, safety and project need - not on protected characteristics.
Dignity and respect	Everyone must communicate professionally and avoid conduct that is intimidating, humiliating, offensive, discriminatory, aggressive or exclusionary.
Inclusive working culture	The company will encourage a site and office culture where people can contribute appropriately, raise concerns and receive fair treatment.
Reasonable adjustments	Where a worker, applicant or relevant person has a disability or physical or mental health condition, Veraxus Ltd will consider reasonable adjustments where required and practicable for the role, site and project context.
No retaliation or victimisation	No person should be treated unfairly for raising a discrimination, harassment, bullying, safeguarding, welfare, safety or conduct concern in good faith.
Proportionate review and improvement	The policy will be reviewed at least annually and updated where legislation, client standards, project activities, workforce arrangements or lessons learned require change.

5. Recruitment, engagement and fair working practices

Veraxus Ltd will apply fair, relevant and proportionate practices when recruiting, engaging or selecting people to work on its behalf. The company will not knowingly use wording, selection criteria or questions that unlawfully discriminate.

- Role requirements, competence requirements and safety-critical requirements should be relevant to the actual work.
- Advertisements, enquiries and engagement discussions should use professional and inclusive language.
- Health or disability questions should be handled carefully and only used where permitted, for example to identify required support or reasonable adjustments, or where the role has genuine requirements that cannot be met with adjustments.
- Right to work, competence, insurance, training and similar checks must be applied consistently and fairly.
- Where positive action is considered, it must be lawful, proportionate and based on under-representation or disadvantage, not automatic preference or tokenism.

6. Reasonable adjustments and support

Reasonable adjustments may be considered during recruitment, induction, site access, task planning, communication, supervision, welfare, equipment selection or return-to-work arrangements. The aim is to reduce substantial disadvantage where this is reasonable and practicable in the context of the work and site conditions.

Examples of adjustments	Site constraints	Records
Modified communication, adjusted induction method, phased return, task planning, suitable access, work sequencing, additional supervision or equipment adjustment.	Adjustments must also consider safety, client premises, access limitations, emergency arrangements, competence requirements and project-specific risk assessment.	Sensitive personal information should be handled confidentially and only shared where needed for safety, welfare, management or legal reasons.

7. Behaviour standards and unacceptable conduct

Fairness and inclusion must be visible in behaviour. Veraxus Ltd expects professional conduct at all times, including during site work, client meetings, resident contact, WhatsApp/text communication, email, phone calls and interaction with other trades.

Unacceptable behaviour	Bullying, intimidation, repeated hostile conduct, abusive language, aggressive communication, offensive jokes or slurs, deliberate exclusion, humiliating treatment or threatening conduct.
Discrimination	Less favourable treatment or unjustified disadvantage connected to a protected characteristic, whether direct, indirect, by association or by perception.
Harassment	Unwanted conduct related to a protected characteristic, or conduct of a sexual nature, that violates dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.
Victimisation	Treating someone unfairly because they raised a concern, complained about discrimination or helped another person raise a concern.
Site culture risk	Poor behaviour harms trust.

Management response	Concerns should be reviewed fairly, recorded proportionately and acted on through briefing, supervision, instruction, removal from site, subcontractor action or external advice where required.
Expected standard	Professional, respectful, calm and constructive communication, with issues raised early and resolved fairly wherever possible.

8. Putting the policy into practice

The policy is implemented through practical management steps that can be used on projects of different sizes. Veraxus Ltd does not rely only on words in a policy: expectations should be communicated, monitored and acted on.

Set expectations	Supervise fairly	Respond early	Record & review
Issue policy, brief workers, make conduct expectations clear before or at induction.	Observe conduct, communication, site culture and treatment of clients, residents and other trades.	Address inappropriate behaviour, exclusion, aggression or concerns before they escalate.	Record serious concerns and use lessons learned to improve briefings, supervision or procedures.

9. Responsibilities

Role	Responsibility	Evidence / records
Director	Approve the policy, lead by example, ensure concerns are considered fairly, seek external HR/legal/H&S advice where needed and review the policy annually.	Approval block, policy review, concern/action records where applicable
Site supervisor / project lead	Set expectations on site, challenge poor behaviour, escalate concerns, consider resident/client/public interaction and support respectful site culture.	Inductions, toolbox talks, site notes, action tracker
Employees / operatives	Treat others with dignity and respect, follow site rules, avoid discriminatory or aggressive behaviour and raise concerns appropriately.	Briefing record, induction, supervision notes
Subcontractors / suppliers	Comply with Veraxus standards when working on its behalf and cooperate with reasonable instructions, investigations and client/site requirements.	Supplier onboarding, RAMS/briefing, competence and conduct records

10. Raising concerns and handling complaints

Anyone who believes they have been treated unfairly, witnessed discriminatory conduct, experienced bullying/harassment, or has concerns about site culture or behaviour should raise the matter as soon as reasonably practicable.

- Raise the concern with the Director, site supervisor/project lead, or another appropriate senior contact.
- Where the concern involves the immediate supervisor or there is a conflict, raise it directly with the Director or another appropriate contact.

- Concerns will be handled with sensitivity and confidentiality as far as reasonably practicable, recognising that some information may need to be shared to investigate or control risk.
- Victimisation for raising a concern in good faith is not acceptable.
- External HR, legal or health and safety advice may be obtained where a matter is serious, complex or requires independent guidance.

11. Monitoring, records and review

For a small contractor, monitoring should be practical rather than excessive. Veraxus Ltd will use proportionate evidence to show that standards are communicated and concerns are acted on.

Control area	Typical record	Review trigger
Communication	Induction/briefing records, toolbox talks, emails, policy issue log	New starter, new project, client requirement, policy update
Concerns	Concern note, action record, outcome record, evidence retained where appropriate	Complaint, allegation, repeated issue, serious conduct concern
Improvement	Policy review note, lessons learned, supplier feedback, corrective actions	Annual review, incident, legal change, tender feedback, business change

12. Reference alignment and link check

The following sources were checked when updating this policy. The original portal links contained visible spacing breaks in some URLs; a separate upload note records the wider link check, including Supply Chain Sustainability School resource IDs and the Diversity Survey link.

Portal guidance / source	Status checked	Policy use
GOV.UK - Equality Act 2010 guidance https://www.gov.uk/guidance/equality-act-2010-guidance	Accessible and relevant	Legal framework and anti-discrimination duties
GOV.UK - Discrimination: your rights https://www.gov.uk/discrimination-your-rights	Accessible and relevant	Protected characteristics and discrimination categories
GOV.UK - Reasonable adjustments for disabled workers https://www.gov.uk/reasonable-adjustments-for-disabled-workers	Accessible and relevant	Reasonable adjustments wording
Supply Chain Sustainability School - FIR Toolkit https://www.supplychainschool.co.uk/topics/fir/fir-toolkit/	Accessible and relevant	Construction-sector FIR language, site culture and training/resource references

Appendix A - EDI & FIR briefing record

This record may be used during induction, toolbox talk, subcontractor briefing or project mobilisation. Blank fields should be completed at the time of briefing.

Company	Veraxus Ltd	Policy topic	Equality, Diversity, Inclusion and FIR
Site / workplace	To be completed at briefing	Date	To be completed at briefing
Briefing delivered by	To be completed at briefing	Role	To be completed at briefing
Points covered	Fair treatment; protected characteristics; respectful communication; no discrimination, bullying, harassment or victimisation; reasonable adjustments; how to raise concerns; site/client/public behaviour		
Attendee confirmation	I confirm that I have been briefed on the company expectations and understand my responsibility to behave respectfully, support a professional working environment and raise concerns appropriately.		
Name / role	To be completed	Signature / date	To be completed
Management note	Retain this record with induction, project file, supplier file or workforce briefing records as appropriate.		

Director approval and electronic signature

Document	Equality, Diversity, Inclusion and Fairness, Inclusion & Respect Policy Statement
Approval wording	Approved and signed electronically on behalf of Veraxus Ltd by the Director. The typed signature below is intended to authenticate and approve this policy statement for company, tender and supplier-registration use.
Name	Alex Stefan
Position	Director
Signature / date	Alex Stefan - 19 May 2026

For tender, supplier-registration,SSIP/PQS and client assurance purposes, this approval page should be retained with the policy when uploaded or issued externally.