## BlackCap

## **People POLICY**

## As a business we will:

- Promote business behavior that reflects our Values
- Promote equal opportunity employment by providing all employees with equal access to appointment, training and career advancement based upon relevant skills and qualifications
- Encourage diversity and inclusion by creating and maintaining a culture and environment that is diverse, inclusive and respects all backgrounds
- Always act professionally, ethically and with integrity
- Acknowledge and support the importance of work-life balance
- Seek to resolve differences through discussion and open communications
- Respect the privacy of our people, clients and stakeholders by managing sensitive information discretely and securely
- Provide employee assistance to employees and their families to help them resolve personal and/or work-related problems
- Ensure compliance with all laws and regulations

## Our people will lead by always:

- Demonstrating BlackCap values and behaviours through our actions
- Treating others in a manner that provides equal opportunity and prevents harassment, vilification and discrimination.
- Pursuing healthy lifestyle choices

James Atkinson and Ashley Cooper BlackCap Construction

18<sup>th</sup> December 2023