

Site Inclusion Action Plan Template

<p>Project Name:</p> <p>Site Location:</p> <p>Client:</p> <p>Principal Contractor:</p> <p>Project Start Date:</p> <p>Project End Date:</p> <p>Site Manager / Lead:</p> <p>Date of Plan:</p> <p>Review Date:</p>
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1. Purpose of This Action Plan

This Site Inclusion Action Plan sets out how inclusion, respect, and fair treatment will be embedded into day-to-day site operations. The plan ensures everyone on site feels safe, valued, and able to perform at their best, regardless of background, role, or identity.

2. Inclusion Objectives

Outline the key inclusion objectives for this site:

- Promote a respectful, inclusive site culture
- Prevent discrimination, harassment, and exclusion
- Ensure fair access to opportunities, facilities, and information
- Support wellbeing, dignity, and psychological safety

3. Leadership & Accountability

Site Leadership Responsibilities

- Site Manager and Supervisors to role-model inclusive behaviours
- Inclusion expectations communicated during inductions and briefings
- Zero tolerance approach to inappropriate behaviour

Named Inclusion Lead on Site:

Escalation Contact:

4. Inclusive Site Behaviours

All workers and visitors are expected to:

- Treat others with dignity and respect
- Use inclusive and appropriate language
- Challenge inappropriate behaviour safely and respectfully

- Support a culture of teamwork and collaboration

Unacceptable behaviours include discrimination, bullying, harassment, or exclusion in any form.

5. Site Facilities & Accessibility

Confirm that site facilities are inclusive and suitable:

- Welfare facilities are clean, safe, and accessible
- Separate and appropriate facilities provided where required
- PPE is available in a range of sizes and fits
- Signage is clear and inclusive
- Reasonable adjustments are considered and supported

Actions Required (if any):

Owner:

Target Date:

6. Communication & Engagement

- Inclusive site inductions delivered to all workers
- Regular toolbox talks covering behaviour, respect, and wellbeing
- Clear communication channels for raising concerns
- Materials provided in accessible formats where needed

Planned Engagement Activities:

7. Training & Awareness

Detail inclusion-related training planned for this site:

Training Activity	Audience	Delivery Method	Date
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8. Reporting & Responding to Concerns

- Clear process for reporting concerns or incidents
- Confidentiality respected at all times
- Issues addressed promptly, fairly, and consistently
- No retaliation for raising concerns

Reporting Routes:

HR / People Team Contact:

9. Monitoring & Review

- Inclusion actions reviewed regularly

- Feedback gathered from site teams
- Actions updated based on learnings and issues raised

Review Frequency:

Next Review Date:

10. Key Actions & Commitments

Action Owner Target Date Status

11. Sign-Off

This Site Inclusion Action Plan has been reviewed and agreed by site leadership and will be actively implemented throughout the project.

Name:

Role:

Signature:

Date:

How to Use This Template

- Complete at project mobilisation
- Share key points during inductions
- Review regularly and update as the site evolves
- Use alongside health, safety, and wellbeing plans