

## **EQUAL OPPORTUNITIES & DIVERSITY POLICY**

### **POLICY STATEMENT**

It is the Company's policy not to discriminate against its workers, applicants and suppliers on the basis of their gender, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability or age, pregnancy or trade union membership or the fact that they are a part-time worker or a fixed-term employee. The Company's workers, applicants and suppliers shall not be disadvantaged by any policies or conditions of service which cannot be justified as necessary for operational purposes. The principle of non-discrimination and equality of opportunity applies equally to the treatment of visitors, clients, customers and suppliers by members of our workforce and also, in some circumstances, ex-employees. It is the company's policy that discrimination from member's of the public shall not be acceptable and to provide its employees the means to report such discrimination.

This policy is for guidance only and shall be provided to all workers, but does not form part of your contract of employment.

### **1. WHO HAS RESPONSIBILITY FOR THIS POLICY**

Responsibility for the development, implementation and alteration of this policy ultimately sits at the Senior Level within the Company. Specifically, Amanda Healey will hold this responsibility.

### **2. TO WHOM DOES THIS POLICY APPLY?**

2.1 All workers have a duty to act in accordance with this policy, and therefore to treat colleagues with dignity at all times, and not to discriminate against or harass other members of staff or other company members whether junior or senior to them. In some situations, the Company may be at risk of being held responsible for the acts of individual members of staff and will not therefore tolerate any discriminatory practices or behaviour.

2.2 The policy statement applies equally to the treatment of our visitors, client's customers and suppliers by our workers.

2.3 All workers are responsible for the success of this policy and must ensure that they familiarise themselves with the policy and act in accordance with its aims and objectives.

### **3. SCOPE AND PURPOSE OF POLICY**

3.1 The Company will not unlawfully discriminate on grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability or age, pregnancy, trade union membership, or part-time or fixed-term status.

3.2 This policy applies to the advertising of jobs and recruitment and selection, to training and development, opportunities for promotion, to conditions of service, benefits and facilities and pay; to health and safety and to conduct at work, to grievance and disciplinary procedures and to termination of employment, including redundancy.

#### **4. FORMS OF DISCRIMINATION**

Discrimination may be direct or indirect and it may occur intentionally or unintentionally.

4.1 **Direct Discrimination** occurs where someone is put at a disadvantage for a reason related to one or more of the grounds set out in policy statement. For example, rejecting an applicant of one race because it is considered they would not "fit in" on the grounds of their race could be direct discrimination.

4.2 **Indirect Discrimination** occurs where an individual is subject to an unjustified provision, criterion or practice which puts them at a particular disadvantage because of, for example, their sex or race. For example, a height requirement would be likely to eliminate proportionately more women than men. If these criteria cannot be objectively justified for a reason unconnected with sex, it would be indirectly discriminatory on the grounds of sex.

4.3 Discrimination also includes **Victimisation** which is less favourable treatment because of action taken to assert legal rights against discrimination or to assist a colleague in that regard and **Harassment**. For further details please refer to our anti-harassment and bullying policy in this regard.

#### **5. RECRUITMENT AND SELECTION**

5.1 All applicants such as employees, Contractors and Sub Contractors will apply through recognised channels. There will be a standard selection procedure and people or companies will be appointed according to their merit, experience and personal skills or qualifications. Gender, race, culture, religion, nationality, age, disability, sexuality, class, marital or parental status will. Job selection criteria are regularly reviewed to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

All applicants such as employees, Contractors and Sub Contractors will be made aware of the equal opportunity policy.

#### **6. DIVERSITY AND INCLUSION**

A diverse, high-achieving multi-skilled workforce is the sustainable competitive advantage that differentiates Frank Healey Ltd. It is essential to win in the marketplaces, workplaces and communities in which the Company operates

An inclusive, flexible work environment that values differences motivates employees to contribute their best.

To better serve our customers, we must attract, develop, promote and retain a diverse workforce.

Trust, mutual respect and dignity are fundamental beliefs that are reflected in our behaviour and our actions

Accountability for diversity and inclusion drives our success and ownership for this starts at the very top of the Company

## **12. BREACHES OF THE POLICY**

12.1 If you believe that you may have been disadvantaged on any of the unlawful grounds listed at paragraph 2.1, you are encouraged to raise the matter with a Director of the and the grievance will be discussed at Directors Meeting.

12.2 All grievances will be treated in strictest confidentiality. After a period of consultation appropriate action will be taken.

12.3 Workers who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations of a breach in this policy which are found to have been made in bad faith will, however, be dealt with under our disciplinary procedure.

12.3 If, after investigation, you are proven to have victimised, discriminated and/or harassed and/or any other worker on the grounds of sex, marital status, sexual orientation, religion or belief, race, disability or age or otherwise act in breach of this policy, you will be subject to disciplinary action. In serious cases, such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. The Company will always take a strict approach to serious breaches of this policy.

12.4 As this policy applies equally to the Company's workers', relations with visitors, clients, customers and suppliers, if, after investigation, you are proven to have discriminated against or harassed a client or supplier you will also be subject to disciplinary action.

## **13. MONITORING AND REVISION OF POLICY**

This policy is reviewed periodically and will be completed in conjunction with Amanda Healey who has ultimate responsibility

13.1 The Company is committed to providing relevant training for all staff on their responsibilities and duties under this policy.