



Equal Opportunities and Diversity Policy

We aim to create conditions whereby all employees, workers and applicants are selected and treated solely on the basis of the merits, abilities and potential, regardless of gender, skin colour, ethnic or national origin, race, disability, age, sexual orientation, gender reassignment, socio-economic background, religious or political beliefs, trade union membership, family circumstances or other irrelevant distinction. The Equal Opportunities and Diversity Policy seeks to ensure unfair and discriminatory practises do not occur within the company and to encourage a diverse community in which all individuals may contribute as fully as possible.

GENERAL

We embrace diversity and will seek to promote the benefits of diversity in all of our business activities. We will seek to develop a business culture that reflects that belief. We will seek to widen the media in which we recruit to ensure as diverse an employee base as possible.

We are committed to diversity and will promote diversity for all employees, workers and applicants and shall adhere to such a policy at all times. We will review on an on-going basis all aspects of recruitment and employment to avoid unlawful or undesirable discrimination. We will treat everyone equally irrespective of sex, sexual orientation, gender reassignment, marital or civil partnership status, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, political beliefs or membership or non-membership of a Trade Union or spent convictions, and places an obligation upon all staff to respect and act in accordance with this policy. We are committed to providing training for its entire staff in equal opportunities practice.

Each member of staff has responsibilities for the development and implementation of this Policy.



PART-TIME WORKERS

This Policy also covers the treatment of those employees and workers who work on a part-time basis. We recognise that it is an essential part of this policy that part time employees are treated on the same terms, with no detriment, as full time employees (albeit on a pro rata basis) in matters such as rates of pay, holiday entitlement, maternity leave, parental and domestic incident leave and access to our pension scheme. We also recognise that part time employees must be treated the same as full time employees in relation to training and redundancy situations.

HARASSMENT

We are committed to providing a work environment free from unlawful harassment on grounds of sex, sexual orientation, gender reassignment, marital or civil partnership status, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, political beliefs or any other basis protected by legislation is unlawful and will not be tolerated.

This policy prohibits unlawful harassment by any employee or worker.

Examples of prohibited harassment are:

- Verbal or written conduct containing derogatory jokes or comments,
- Slurs or unwanted sexual advances
- Visual conduct such as derogatory or sexually orientated posters,
- Photographs, cartoons, drawings or gestures which some may find offensive,
- Physical conduct such as assault, unwanted touching, or any interference because of sex, race or any other protected category basis, threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss, and offers of employment benefits in return for sexual favours.
- Retaliation for having reported or threatened to report harassment.

If you believe that you have been unlawfully harassed, you should make an immediate report to Jim Gildea (Managing Director) followed by a written complaint as soon as possible after the incident. Your complaint should include:

- Details of the incident
- Name(s) of the individual(s) involved
- Name(s) of any witness(es)

We will undertake a thorough investigation of the allegations. If it is concluded that unlawful harassment has occurred, remedial action will be taken.

Any employee(s) who we find to be responsible for unlawful harassment will be subject to the disciplinary procedure and any sanction may include termination.



GENDER REASSIGNMENT

We recognise that any employee or worker may wish to change their gender during the course of their employment.

We will support any employee or worker through the reassignment provided that full medical counselling has been undertaken and we have access to any relevant medical reports.

We will make every effort to try to protect an employee or worker who has undergone, is undergoing or intends to undergo gender reassignment, from discrimination or harassment within the workplace.

All employees and workers will be expected to comply with this policy on harassment in the workplace. Any breach of such a policy will lead to the appropriate disciplinary sanction.

Where an employee is engaged in work where the gender change imposes genuine problems, we will make every effort to reassign the employee or worker to an alternative role, if so desired by the employee.

COMPLAINTS AND MONITORING PROCEDURES

Any discrimination complaint will be investigated fully.

Jim Gildea, Managing Director
01 August 2019