

EQUAL OPPORTUNITIES POLICY

Document Review					
Date	Revision	Prepared By		Checked By	
04.01.16	A	Name	Andrew Rafton	Name	Michael Howard
		Position	Health and Safety Manager	Position	Managing Director
		Signed		Signed	
Date	Revision	Prepared By		Checked By	
07.01.18	A		Andrew Rafton	Name	Michael Howard
			Health and Safety Manager	Position	Managing Director
No Change					
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Date	Revision	Prepared By		Checked By	
		Name		Name	
		Position		Position	
		Signed		Signed	

Scope

The aim of this policy is to communicate the commitment of Howard Civil Engineering and every member of our workforce in promotion of the equality of opportunities with the business.

It is our policy to provide equality to all members of staff, irrespective of:

- gender, including gender reassignment
- marital or civil partnership status
- having or not having dependents
- religious belief or political opinion
- race (including colour, nationality, ethnic or national origins, being an Irish traveller)
- disability
- sexual orientation
- age

We are opposed to all forms of unlawful and unfair discrimination. All members of the organisation will be treated fairly and will not be discriminated against on any of the above grounds. Decisions on employment, selection for office, training or any other benefit will be made objectively, without unlawful discrimination, and based on aptitude and ability.

We recognise that the provision of equal opportunities in all our activities will benefit the organisation. Our equal opportunities policy will help employees to develop their full potential.

Howard Civil Engineering recognises that there is a statutory duty under the equality Act 2010, to implement an equal opportunities policy. This policy applies to applicants for employment, volunteers and members of the group alike.

Howard Civil Engineering is committed to the principles and practice of Equality. Howard Civil Engineering values the diversity of the local population. We want our services, facilities and resources to be accessible and useful to every citizen regardless of gender, age, ethnic origin, religious belief, disability, marital status, sexual orientation, or any other individual characteristic which may unfairly affect a person's opportunities in life.

Equality commitments

We are committed to:

- Promoting equality of opportunity for all persons
- Promoting a good and harmonious learning environment in which all men and women are treated with respect and dignity and in which no form of intimidation or harassment is tolerated
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation

- Fulfilling all our legal obligations under the equality legislation and associated codes of practice
- Complying with our own equal opportunities policy and associated policies
- Taking lawful affirmative or positive action, where appropriate
- Breaches of our equal opportunities policy will be regarded as misconduct and could lead to termination of employment

This policy is fully supported by Managing Director, Michael Howard

Implementation

All senior site staff has specific responsibility for the effective implementation of this policy. We expect all senior site management to abide by the policy and help to create the equality environment which is its objective.

To implement this policy, we shall:

- Communicate the policy to all employees by issuing an induction pamphlet to all existing and new employees.
- Howard Civil Engineering will endeavour through appropriate training to ensure that it will not consciously or unconsciously discriminate in the selection or recruitment of applicants for employment.
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into roles and responsibilities
- Incorporate equal opportunities notices into general communications practices (e.g. announcements, annual report at annual general meeting, notices and newsletters). This policy will be read out to all senior site team meeting.
- Ensure that adequate resources are made available to fulfil the objectives of the policy

Monitoring and review

We will establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy. The effectiveness of the equal opportunities policy will be reviewed regularly (at least annually) and action taken as necessary.

Complaints

Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through contacting Howard Civil Engineering's Health and Safety manager. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

Every effort will be made to ensure that all employees who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.



Complaints from members of the public will be dealt with under the same method and dealt with by Health and Safety manager who will undertake a full investigation and produce a report and where required disciplinary will follow.

Date: 07/01/18

Name: Michael Howard

Signature: A handwritten signature in blue ink, appearing to read "M. T. M. H.", is written over the word "Signature:".

Managing Director