

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	
No Change					
Date	Revision	Prepared By		Checked By	
07.01.18	A	Name	Andrew Rafton	Name	Michael Howard
		Position	Health and Safety Manager	Position	Managing Director
		Signed		Signed	
No Change					
Date	Revision	Prepared By		Checked By	
07.01.19	A	Name	Andrew Rafton	Name	Michael Howard
		Position	Health and Safety Manager	Position	Managing Director
		Signed		Signed	
Date	Revision	Prepared By		Checked By	
23.07.19	B	Name	Andrew Rafton	Name	Michael Howard
		Position	Health and Safety Manager	Position	Managing Director
		Signed		Signed	
Added in responsibilities and recruitment					
Date	Revision	Prepared By		Checked By	
23.07.19	B	Name	Andrew Rafton	Name	Michael Howard
		Position	Health and Safety Manager	Position	Managing Director
		Signed		Signed	
No Change					
Date	Revision	Prepared By		Checked By	
09.01.21	C	Name	Andrew Rafton	Name	Michael Howard
		Position	Health and Safety Manager	Position	Managing Director
		Signed		Signed	

Scope

The purpose of this Equal Opportunities Policy is to communicate the commitment of Howard Civil Engineering to equality of opportunity in employment, with the aims of ensuring that all employees and job applicants are treated fairly and equally, and supporting the Company's objective of providing a working environment that is free from all forms of discrimination.

The policy applies to all staff within the Company, including employees and other workers, such as agency workers, temporary workers and contractors. All staff are expected to put this policy into practice.

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 opportunities for employment and promotion to be accessible 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.

A copy of this policy is to be distributed to all employees through the online portal and displayed on staff notice boards and will be made available to other workers on their engagement. Job seekers and applicants can access the policy via the Company's website and will be sent a copy of the policy on request. In addition, all employees will receive briefing on this policy and the induction process for new employees includes a briefing on this policy.

Policy statement

The Company is fully committed to providing equality in the workplace and all opportunities for, and during employment, will be afforded to individuals fairly and irrespective of age, disability, gender, gender reassignment, marital or civil partnership status, pregnancy or maternity, race including colour, ethnic or national origins and nationality, religion or belief or sexual orientation ("the protected characteristics"). We aim to create a working environment that is free from discrimination and harassment in any form, in which all staff, clients and suppliers are treated with dignity and respect.

The Company will not unlawfully discriminate in the arrangements we make for recruitment and selection or in the opportunities afforded for employment, training or any other benefit. All decisions will be made fairly and objectively. We aim, as far as reasonably practicable, to ensure that all our working practices are applied fairly and consistently and, where necessary, we will take reasonable steps to avoid or overcome any particular disadvantage these may cause and to promote equality.

Equality commitments

We are committed to:

- Promoting equality of opportunity for all persons
- Promoting a good and harmonious learning environment in which all, regardless of age, disability, gender, race, sexual orientation, 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 the Senior Management Team and Managing Director Michael Howard

Specific Responsibilities

Howard Civil Engineering Ltd has overall responsibility for the effective operation of this policy and for ensuring compliance with the Equality Act 2010 and associated legislation and for observing relevant Codes of Practice.

The Senior Management Team is responsible for monitoring and reviewing the policy and for ensuring that all employment-related policies, procedures and practices adhere to this policy.

All staff have a responsibility not to discriminate or harass other staff, clients, and suppliers and to report any such behaviour of which they become aware to their Senior Manager.

Managers and supervisors are responsible for implementing the Equal Opportunities Policy and must apply the policy as part of their day-to-day management of the Company. All Managers/supervisors will receive specific training in this policy.

Recruitment and selection

Recruitment and selection procedures will be free from bias or discrimination. Recruitment procedures will be conducted objectively and will be based upon specific and reasonable job-related criteria. Decisions regarding an individual's suitability for a particular role will be based on aptitude and ability.

We will consider making appropriate reasonable adjustments to the recruitment process to ensure that disabled applicants are not substantially disadvantaged.

Career development and training

All staff will be given an appropriate induction to enable them to fulfil the responsibilities of their role.

All employees will be encouraged to develop their full potential and we will not unreasonably deny an employee access to training or other career development opportunities. These will be identified as part of an ongoing performance management process and will be determined objectively, taking into account the needs of the business and available resources.

Selection for promotion will be based on objective criteria and decisions will be made on the basis of merit.

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.

In order to implement this policy, we shall:

- Communicate the policy and any updates to all employees via the portal and through our induction process for all new employees.
- Endeavour through appropriate training to ensure that it will not consciously or unconsciously discriminate in the selection or recruitment of applicants for employment.

- 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

The Company will monitor the effectiveness of this policy to ensure it is achieving its objectives.

Information collected for monitoring purposes will be treated as confidential and will not be used for any other purpose.

This policy is reviewed at least annually and may be amended at any time.

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 or their Senior 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: 09.04.21

Names: Michael Howard

Signature:





Managing director