

# EQUAL OPPORTUNITIES POLICY



## Policy

Brehehy Civil Engineering Limited is an equal opportunities employer. It is our policy to treat all job applicants and employees fairly and equally, regardless of their sex, gender re-assignment, sexual orientation, religion or belief, marital status, civil partnership status, pregnancy and maternity, age or perceived age, race, colour, nationality, national origins, ethnic origin or disability.

To ensure that direct or indirect discrimination is not occurring, recruitment and other employment decisions will be regularly monitored, reviewed and where necessary changed to make certain that everybody is treated fairly.

Selection criteria and procedures will be kept under review to ensure that individuals are selected, promoted and in all other ways treated on the basis of their relevant merits and abilities. All employees will be given equality of opportunity within the Company's service and will be encouraged to progress within the organisation.

Through this policy and procedure and the training and development of managers and staff, the organisation will do all it can to promote good practice in this area in order to eliminate discrimination or harassment so far as is reasonably possible.

It is the duty of all employees to accept their personal responsibility in the implementation of the Policy. At the same time, the Company acknowledges that specific responsibilities fall upon management, supervision and individuals professionally involved in recruitment and employee administration. Any employee who believes that he or she has been unfairly treated in any sense associated with this policy is entitled to raise the matter through the appropriate grievance procedure.

The Company is committed to a programme of action to make this policy fully effective.

## Recruitment

The aim of the Company is to recruit employees on a fair and non-discriminatory basis. Vacancy advertisements should be placed in positions of greatest access to a wide community. These include the Company website, local and regional newspapers and local job centres. Recruitment only by "word of mouth" is illegal and must not be practiced.

Wording of advertisements should not place unfair restrictions or requirements on particular racial group or groups and qualifications necessary for the effective performance of the job. The phrase 'An Equal Opportunity Employer' must be included on all adverts.

## Selection

The aim of the Company is to select employees on a fair and non-discriminatory basis. Applicants will be measured solely against the requirements of the job. The Company will monitor applications to ensure compliance with the requirements of this policy

## Promotion

The aim of the Company is to promote employees on a fair and non-discriminatory basis. The criteria for promotion are to be based solely upon a person's record of achievement and ability to carry out their new duties. Records of the ethnic origin of promoted employees will be kept (for monitoring purposes only).

The Company will periodically review the promotion procedure in conjunction with the above records.

## Training

The aim of the Company is to ensure that all its employees have equal access to training and development opportunities. The training and development register will include a record of the ethnic origin of all employees in order to monitor compliance with the above aim.

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Those persons responsible for recruitment, selection and promotion will receive ongoing training in equal opportunities.

## Dismissal (Including Redundancy) and Other Detriment

The aim of the Company is to ensure that it does not unlawfully or unfairly discriminate during dismissal, redundancy or other detriment to an employee. The procedures and criteria used in these matters will not directly or indirectly discriminate against a particular group or groups.

The Company will keep a record of the ethnic origin of all employees dismissed or selected for redundancy in terms of their ethnic origin and grade.

## Positive Action

Wherever possible the Company will take positive action to encourage the selection, training and promotion of particular groups that are found to be under-represented at a particular grade or occupation.

## Monitoring

To ensure the effectiveness of this policy the Company monitors the makeup of its existing workforce by keeping a record of their ethnic origin and grade. The recruitment and selection process is monitored by keeping a record of the application rate, those short-listed for interview and job starters in relation to their ethnic origin and grade. Records regarding promotion, training, dismissal (including redundancy) and other detriment will also be monitored to ensure compliance with this policy.

This information is carefully and regularly analysed in order to identify areas which may need particular attention and where necessary changes to this policy will need to be made.

## Grievance, Disciplinary and Disputes Procedures

Grievances and complaints regarding discrimination will always be investigated by the Company at no personal or professional cost to the employee concerned.

Employees found to have committed a racially discriminatory act, e.g. racial harassment, verbal or racial abuse, physical violence, will have disciplinary procedures brought against them. These are serious employment issues and are in breach of the Equality Act 2010.

## Management of Policy

The director responsible for the implementation of this Policy is John Breheny. All complaints and queries will be dealt with by him, in the strictest confidence.

This policy will be reviewed at least annually.

**John Breheny – Chairman**

**1<sup>st</sup> January 2023**

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