

Mahoney Contracts Ltd	Document No:	PO-025
Diversity & Equality Policy	Revision:	1.1
	Date:	14/10/2021

Purpose

Mahoney Contracts is committed to encouraging equality and diversity among our workforce and eliminating unlawful discrimination.

The policy's purpose is to:

- provide equality, fairness, and respect for all in our employment and contracted workers, whether temporary, part-time, or full-time;
- not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation;
- oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms, and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training, or other developmental opportunities.

Scope

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

The organisation, in providing services, is also committed against unlawful discrimination of customers or the public.

Responsibility

Overall responsibility for the implementation of this policy lies with the Company Directors.

The Human Resources Manager is responsible for ensuring that the issue, review, and revision of documents comply with this procedure; and maintaining the Document Control Register.

Managers have the responsibility to ensure this policy is embedded and implemented throughout the culture of the organisation.

All employees are responsible for the promotion and advancement of this policy. Behaviour, actions or words that transgress the policy will not be tolerated and will be dealt with in line with the organisation's disciplinary procedure.

Commitment

The organisation commits to:

- encourage equality and diversity in the workplace as they are good practice and make business sense

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- create a working environment free of bullying, harassment, victimisation, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued

This commitment includes training managers and all other employees about their rights and responsibilities under the equality policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

The company takes seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.



Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

The company provides opportunities for training, development, and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

This policy will be reviewed on a periodic basis to reflect changes in the law, demographics, and internal business requirements. Progress relating to the policy will be recorded annually and a full report will be presented to the senior management team to debate progress and review the policy status.

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Prepared:	Cmahoney	Date:	12/10/21.

Document Revision			Review Cycle:	12 months
Revision	Date	Prepared By	Revision Details / Changes	
1.0	05/12/2017	C. Mahoney	New policy	
1.0	05/12/2018	C. Mahoney	Reviewed – no updates made	
1.0	28/10/2019	C. Mahoney	Reviewed – no updates made	
1.0	20/10/2020	C. Mahoney	Reviewed – no updates made	
1.1	14/10/2021	C. Mahoney	Update to “Responsibilities” Updates to Policy wording	

