

Mahoney Contracts Ltd	Document No:	PO-030
Equal Opportunities Policy	Revision:	1.1
	Date:	12/10/2021

Purpose

Mahoney Contracts is committed to providing equal opportunities in employment and to avoiding unlawful discrimination against our staff or customers.

Scope

The policy affirms that both management and employees rigorously pursue the objectives and principals set out and be committed to promoting equality of opportunity and fair participation within the board.

It is company policy that all eligible persons will have equal opportunity of employment and advancement, irrespective of perceived religious belief, political opinion, gender, marital status, age, disability, or race.

Selection for employment and advancement will be based on ability, qualifications, and aptitude to carry out the duties of the post. There will be no unlawful discrimination direct or indirect or unfair discrimination against any person in recruitment, training, promotion, or in any other way.

All employees should be aware of the various forms that such discrimination can take, guard against them, and avoid any action that might influence others to discriminate unlawfully.

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.

By complying with this policy, our employees are helping to ensure that we create a work environment that is free from discrimination, where everyone can achieve their potential.

Unlawful Discrimination

Unlawful discrimination means acting in such a way as to place at a disadvantage or treat unlawfully any individual because of factors which are irrelevant in any aspect of the employment relationship.

Direct discrimination means treating a person less favourably on the grounds of religion, political opinion, gender, marital status, age, disability, or race or any other criterion which is not relevant or justified in law.

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Indirect discrimination occurs where a requirement or condition which is not relevant or justified in law is applied equally but is of such a nature as to be unfavourable for particular groups in that a considerably smaller proportion of the group can comply with it.

Victimisation means treating a person less favourably because they have made or intend to make a complaint or have assisted an individual Employee in asserting their rights under the Fair Employment, Sex Discrimination, or Equal Pay legislation.

Individuals have a legal right to make a complaint without prejudice to their existing, potential, or future employment opportunities.

Harassment means any behaviour, deliberate or otherwise which is offensive to an individual or group and which may threaten an employee's job security or create an intimidating work environment.

There are more subtle and unconscious forms of unlawful discrimination which may not easily be identified. These may result from general assumptions about the capabilities, characteristics and interests of particular groups or individuals which influence the way in which they are treated. They may also take the form of applying conditions or requirements, without considering whether they operate disproportionately to the disadvantage of particular groups.

Recruitment, Promotion and Training

As an Equal Opportunity Employer, Mahoney Contracts will endeavour to reach the widest possible labour market. Public advertisements will not indicate, or appear to indicate, an intention to discriminate in selection for recruitment, promotion, or training. Nothing will be stated which might be interpreted as reflecting any form of discrimination.

Employees will be given equal opportunities in training and development to enable them to acquire necessary skills and give them the opportunity to achieve their full potential.

Grievances

We encourage anyone who believes that they have been harassed or victimised to come forward and share their experiences and concerns with us. To facilitate this, we have a robust procedure designed to assist our people to have open conversations, engage in dispute resolution and, where appropriate, implement a disciplinary process.

If you think you have been discriminated against, bullied, or harassed, you can raise this under our grievance procedure.

We take any complaint seriously and you will not be penalised for raising a grievance, even if your grievance is not upheld, unless it is the very unlikely situation that your complaint is both untrue and made in bad faith.

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Disability

We do not discriminate against any employee and act in accordance with the Disability Discrimination Act 1995. We endeavour to adhere to these regulations by not placing employees with a disability at a disadvantage.




When recruiting, we will employ the best suited person for the job. If a person with a disability meets all the selection criteria, we will without discrimination make it possible for them to apply in the same way as anyone else.

Monitoring

The composition of, employees, applicants or employment and appointees will be monitored on the basis of gender, marital status, age perceived religious affiliation and disability to measure the effectiveness of this policy. Monitoring provides an objective view on the existence and progress of equality of opportunity

We will periodically monitor this policy to judge its effectiveness and we will update to reflect any changes in the law.

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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	12/10/2021	C. Mahoney	Updates to “Purpose” Updates to “Monitoring” New section “Grievances”	