



## Equal Opportunities & Diversity Policy



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**PRECAST  
CONCRETE  
SPECIALISTS**



## **EQUAL OPPORTUNITIES & DIVERSITY POLICY**

The Company reserves the right to review, amend or replace this policy. It will be reviewed on an on-going basis and any amendments will be advised to all employees.

The Company is committed to promoting equality of opportunity for all employees and job applicants. It is the Company's aim to create a working environment in which all individuals are able to make the best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

The Company is committed to treating all employees, customers, and business contacts equally and we do not discriminate on the basis of gender, civil status, family status, sexual orientation, religion, age, disability, race, nationality or ethnic origin, membership of the Traveller community (protected grounds). The principles of non-discrimination and equality of opportunity also applies to the way in which employees treat and are treated by visitors, clients, customers and suppliers. All employees have a duty to act in accordance with this policy and treat co-workers with dignity at all times, and not to discriminate against or harass other members of staff, regardless of their status.

### **SCOPE AND PURPOSE OF THE POLICY**

This policy applies to all aspects of the employment relationship and to relations between employees at all levels. This includes job advertisements, recruitment and selection, training and development, opportunities for promotion, conditions of service, pay and benefits, conduct at work, disciplinary and grievance procedures, and termination of employment.

### **FORMS OF DISCRIMINATION**

Discrimination by or against an employee is generally prohibited unless there is a specific legal exemption. Discrimination may be direct or indirect and it may occur intentionally or unintentionally. Harassment related to any of the protected grounds is prohibited.

Harassment is unwanted conduct that has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our Bullying and Anti-Harassment Policy. Victimisation is also prohibited. Victimisation is less favourable treatment of someone who has complained or given information about discrimination or harassment or supported someone else's complaint.

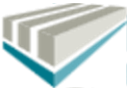
## **TRAINING/PROMOTION/JOB ADVERTISING/SELECTION AND CONDITIONS OF SERVICE**

### **TRAINING AND DEVELOPMENT**

This policy is designed to assist all staff develop the skills necessary to meet current and future capability requirements. All employees will be given appropriate access to training to enable them carry out their role to the best of their ability.

### **VACANCIES AND PROMOTIONS**

Internal applications will always be encouraged, wherever appropriate, for all vacancies within the Company, however, we recognise that, on occasion, it will be necessary to recruit from external sources. The selection/interview process will ensure that there is no bias against candidates on any of the nine protected grounds. Decisions to promote will be based on



employee's entire employment record and on the basis of each individual's merit and ability, all of which are matched to the requirements of the job.

## TERMINATION OF EMPLOYMENT

The Company will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory. The Company will also ensure that disciplinary procedures and sanctions are applied without discrimination.

Brendan Mahon  
Managing Director