

# Equal Opportunities

<b>Revision</b>	10.0	Signed by: <b>Eamonn Laverty</b> <i>Chief Executive Officer</i>	
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McAleer & Rushe is committed to:

- the provision of equality of opportunity in employment for everyone regardless of age, sex, race, colour, nationality, national or ethnic origin, religious belief, disability, political opinion or marital status, these characteristics being collectively referred to below as Protected Characteristics.
- taking necessary affirmative action, including the setting of goals and timetables where appropriate to the achievement of the above objective; and
- the provision of a harmonious working environment in which any form of intimidation or harassment will not be tolerated.

Any group that can be identified by any Protected Characteristic is referred to below as a Protected Group. In particular:

- every job applicant or employee shall receive equality of treatment regardless of any Protected Characteristic s/he may possess,
- job applicants will not be placed at a disadvantage by requirements or conditions which have an adverse effect on him or her because of his or her Protected Characteristics,
- the Company's recruitment and selection procedures will be formulated and

followed consistently and openly to provide equality of opportunity and fair participation for every Protected Group,

- where appropriate, employees will be given training and encouragement to achieve equal opportunities and obtain the skills necessary to implement and comply with the requirements of this policy,
- all sub-contractors will be expected to comply with the requirements of this policy in their dealings with the Company, its employees and other sub contractors,
- all reasonable steps will be taken to provide opportunities for those with disabilities.

## Disciplinary System

In pursuit of this policy the Company has determined that the following (which are also unlawful) will constitute a breach of its Disciplinary System:



- discrimination based upon any Protected Characteristic.
- “harassment based upon any Protected Characteristic” (as defined in the Company’s Policy for Dealing with Harassment In The Workplace).

Anyone found to be in breach of this policy or the Company’s Disciplinary System will be subject to disciplinary action, which breach may ultimately lead to dismissal.

## Complaints Procedure

Anyone suffering as a result of a failure by others within the Company’s control, to maintain the standards set out in this policy is encouraged to use the McAleer & Rushe Grievance Procedure or the procedures set out in the McAleer & Rushe Policy and Procedures for Dealing with Harassment In The Workplace so that the situation can be redressed.

The Company’s intention is that anyone suffering as a result of such a failure will be cared for sympathetically and taken seriously. His or her complaint will be dealt with fairly, taking into account all of the relevant circumstances, and s/he will be protected against victimisation for making or being involved in such a complaint.

## Implementation

It is the duty of all directors, managers and supervisors to implement this policy and bring it to the attention of those for whom they are responsible, by providing training and copies of the policy where necessary and posting it on appropriate notice boards.

## Associated Policies

In order to meet the Company’s and each employee’s obligations under employment legislation, every employee should make himself/herself aware of the contents of the McAleer and Rushe procedures and policies as below:

- Equal Opportunities Grievance Procedure
- Policy and Procedures for Dealing with Harassment in the Workplace
- Redundancy Policy
- Disciplinary System
- Grievance Procedure
- Disability Policy

The Company’s Equal Opportunities Policy Statement and related employment practices will be reviewed from time to time to take account of new employment legislation applicable within the United Kingdom, and good practice in the matters to which this policy relates.