



Quality Management Equal Opportunities Policy

Policy Statement

The success of a business depends on people. Capitalizing on what is unique about individuals and drawing on their different perspectives and experiences will add value to the way we do business.

By accessing, recruiting and developing talent from the widest possible talent pool we can gain an insight into different markets and generate creativity in anticipating customer needs. We will constantly strive to create a productive environment, representative of and responsive to different cultures and groups. Where everyone has an equal chance to succeed.

We all have a responsibility to embrace and support this vision and must continue to challenge behaviour and attitudes that prevent us from achieving this. Using fair, objective and innovative employment practices, our aim is to ensure that:

- All employees and potential employees are treated fairly and with respect at all stages of their employment
- All employees have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour, whether based on gender, ethnic origin, colour, nationality, national origin, sexual orientation, marital status, religion/belief or age.
- All employees have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination.
- All employees, whether part time, full time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.

All employees will be helped and encouraged to develop their full potential. The talents and resources of the workplace will be fully utilised to maximise the efficiency of the organisation.

We oppose all forms of unlawful and unfair discrimination.

The Diversity of the Communities We Serve is Reflected at All Levels Within our Workforce

Mark Oakley
Managing Director

A handwritten signature in blue ink, appearing to read 'Mark Oakley', is positioned to the right of the name and title.

The Equality Act 2010 prohibits discrimination in employment or in the provision of training and education on the grounds of any of the following protected

Gender

Women and men are fully and properly represented and rewarded fairly for their contribution at all levels of the organisation through:

- Challenging gender stereotypes
- Supporting employees in balancing their life at work and home
- Supporting employees who become pregnant and taking active steps to facilitate their return to work after maternity leave

Trans-gender (Gender Re-assignment)

People who plan to undergo, are undergoing, or have undergone gender reassignment are protected against all forms of discrimination and harassment. We will take positive steps to support a trans-gender person and ensure they are treated with dignity and respect.

Marital Status

People are treated fairly and equally in the workplace irrespective of their marital, civil partnership or family status.

Race (ethnic origin, colour, nationality, national origin)

The racial and cultural diversity of our communities is represented at all levels of the organisation through:

- Challenging racial stereotypes
- Understanding, respecting and valuing different racial and cultural backgrounds and perspectives

Disability

The abilities of disabled people are recognised and valued at all levels of the organisation through:

- Focussing on what people can do rather than on what they cannot
- Challenging stereotypes about people with disabilities

- Making appropriate adjustments in the workplace to help people with disabilities achieve their full career potential.

Age

Age diversity within the workforce is promoted and valued through:

- Challenging are stereotyping
- Recognising the benefits of a mixed age workforce

Religion, Belief and Political Opinion

People treated fairly in the workplace irrespective of their religious beliefs and practices or political opinions by recognising individuals freedom of belief and right to protection from intolerance and persecution.

HIV

Discrimination against an employee or potential employee on grounds that he or she has, or is thought to have, HIV or AIDS is not acceptable, and confidentiality will be respected in line with the wishes of an individual with HIV or AIDS.

Sexual Orientation

People are treated fairly in the workplace irrespective of their sexuality thorough:

- Respecting different lifestyles
- Challenging negative stereotypical views

Conduct and General Standards of Behaviour

All staff are expected to conduct themselves in a professional and considerate manner at all times. Hunter Construction will not tolerate such behaviour such as:

- Making threats
- Physical Violence
- Shouting
- Swearing at others
- Persistent rudeness
- Isolating, ignoring or refusing to work with certain people

- Telling offensive jokes or name calling
- Displaying offensive material such as pornography or sexist/racist cartoons, or the distribution of such material via email/SMS or any other format.
- Any other forms of harassment or victimisation

Breaches of the Policy

Breaches of the Equality and Diversity Policy will be regarded as misconduct and could lead to disciplinary proceedings.

This policy is fully supported by Senior Management/Board of Directors

Hunter Construction does encourage staff to resolve misunderstandings and problems informally wherever possible, depending on the circumstances.

However dealt with informally or formally, it is important for staff who may have caused offence to understand that it is no defence to say that they did not intend to do so, or to blame individuals for being over sensitive. It is the impact of the behaviour, rather than the intent that counts, and that should shape the solution found both to the immediate problem and to preventing further similar problems in the future.

Complaints and Reporting

Hunter Construction will treat seriously all complaints of unlawful discrimination on any forbidden grounds made by employees, trustees, clients or other third parties and will take action where appropriate.

All complaints will be investigated in accordance with the organisations grievance, complaints or disciplinary procedure, as appropriate and the complainant will be informed of the outcome in line with these procedures.

We will also monitor the number and outcomes of complaints of discrimination made by staff, contractors, clients and other third parties.

Recruitment and Selection

The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour through appropriate training to ensure that employees, making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.

Promotion and advancement will be made on merit and all decision relating to this will be made within the overall framework and principles of this policy.

Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.

We will adopt a consistent, non-discriminatory approach to the advertising of vacancies

All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do their job.

Short listing and interviewing will be carried out by more than one person where possible.

Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.

Selection decisions will not be influenced by any perceived prejudices of other staff.

Policy Review

This policy will be reviewed on the following basis:

- Annually, or;
- If there are any changes in legislation that affect the company, or;
- If there are any changes in evidence based research
- If there is significant change to the structure of the company, or;
- If there are significant changes to the services provided by the company.