



### **Statement of Policy**

Diversity is about recognising, valuing and taking account of people's different backgrounds, knowledge, skills and experiences whilst encouraging and utilising those differences to create and maintain a strong, productive and effective workforce.

B. & M. McHugh Ltd are committed to having an organisation that actively encourages equality and diversity amongst its workforce. Any form of unfair discrimination, victimisation or harassment on the grounds of an individual's gender, race, disability, sexual orientation, religion or belief, marital status, age or any other difference is completely unacceptable and will not be tolerated within the company.

This policy covers all employees, everyone has a gender, race and sexual orientation; equality and diversity apply to everyone.

### **Aims of this Policy**

B. & M. McHugh Ltd are committed to ensure that:

- No-one receives less favourable treatment, on grounds of race, gender, colour, nationality, ethnic origin, health status, parental status, disability, sexual orientation, religion or belief, marital status, age, class, responsibility for dependents, physical attributes, ex-offender status as defined by the Rehabilitation of Offenders Act, lack of formal qualifications where such qualifications are not formally required, or any other grounds which cannot be shown to be justifiable within the context of this policy. Equally no-one is disadvantaged by any conditions, requirements, provisions, criteria, procedures or practises that cannot be justified on any grounds. Neither will anyone be victimised for taking action against any form of discrimination or harassment, or instructed or put under pressure to discriminate against, or harass someone on the above grounds.
- It is free of unwanted conduct that violates the dignity of our workforce or creates an intimidating, hostile, degrading, offensive or humiliating environment.
- Opportunities for employment, training and development and promotion are equally open to all employees or individuals. Selection is fair and equal and is solely based on and ability and merit
- All people are treated equally whether they are seeking or using our services, applying for a job or already employed by us or volunteer workers, trainee workers and students on work experience or placements.

### **Achieving this Policy**

B. & M. McHugh Ltd aims to achieve this policy by identifying and mitigating risk in the following, but not limited to, ways:

- Communicating this policy to all workers including job applicants and new starters at their induction. So no one will be in any doubt about what constitutes unacceptable conduct in the organisation including at work related social functions;
- Managers and workers in key decision making areas are trained on the discriminatory effects that provisions, practices requirements conditions and criteria can have on some groups and the importance of being able to justify decisions to apply them;
- Expecting and encouraging staff to report concerns/complaints about discrimination or harassment in the course of employment to management and the protection of whistle blowers;
- Opportunities for employment promotion transfer and training will be advertised widely internally and externally and all applicants will be welcomed irrespective of age religion or belief;
- All workers are encouraged to develop skills and qualifications and to take advantage of promotion and development opportunities in the organisation;
- All employees carrying out equal value receive equal pay, regardless of sex race or any other protected characteristic, and equal pay audits will be carried out as necessary;
- All complaints of unlawful discrimination on any forbidden grounds made by employees, clients or other third parties are taken seriously and investigated in accordance with the organisation's grievance, complaints or



## **EQUAL OPPORTUNITIES & DIVERSITY POLICY STATEMENT**

disciplinary procedure, as appropriate and the complainant is informed of the outcome in line with these procedures;

- Selection criteria will be entirely related to job or training opportunity;
- Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy;
- All applicants who apply for jobs with us receive fair treatment and are considered solely on their ability to do their job;
- 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;
- 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;
- We will make reasonable changes to overcome physical and non-physical barriers that make it difficult for disabled employees to carry out their work;
- We take a flexible approach to working arrangements. We consider requests for changes carefully and objectively and accommodate them unless it would cause significant difficulties to the business or employees;
- Information on the ethnic and racial background gender disability and age of each worker and applicant for employment is collected and analysed. The information is held in the strictest confidence and will only be used to promote equality of opportunity. Information about the religion/belief and sexual orientation of employees may also be monitored. Monitoring may include promotion and training if necessary;
- Grievances and disciplinary action performance assessment and terminations of employment for whatever reason may also be monitored by gender racial group age disability religion/belief and sexual orientation if necessary;
- All contracts between B&M McHugh and contractors to supply goods materials or services include a clause prohibiting unlawful discrimination or harassment by contractors their staff and by any sub-contractors and their staff. The clause also encourages contractors and potential contractors to provide equal opportunities to their employment practices;
- Fair and equal treatment is given to clients and members of the public by all staff. The business will investigate complaints from staff that they are being harassed by clients for reasons linked to characteristics and take suitable action to prevent further incidents.

### **Breaches of this Policy**

Any employee who breaches this policy will face disciplinary action, which could result in dismissal for misconduct or gross misconduct.

### **Responsibility for this Policy**

Managing Director is the director responsible for the implementation of the board policy, together with each director and manager within their own realm of responsibility.

### **Review of this Policy**

This policy is subject to annual review to ensure that the management system is effective, consistently implemented and continually improved.

James McHugh  
Managing Director  
March 2021