

Equal Opportunities, Diversity & Inclusion Policy Statement

To demonstrate our values and achieve the aims of our Equal Opportunities, Diversity & Inclusion Policy, we have updated our policy to reinforce the expected behaviour and expectations we wish to embellish holistically within the organisation's ethos and have begun a Fairness, Inclusion & Respect (FIR) programme.

J. Coffey Construction is committed to achieving a working environment which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation. This Policy aims to remove unfair and discriminatory practices within the company and to encourage full contribution from our diverse community and to promote inclusion amongst all its employees. By inclusion we mean that all who work for the company have a contribution to make and as such we recognise such input and will be receptive towards it and so creating the kind of environment in the work place that is welcoming and inclusive of all our employees, thereby creating a sense of belonging that promotes staff retention.

The company aims to provide a service that does not discriminate against its clients and customers in a means by which they can access the services and goods supplied by the company; the company believes that all employees and clients are entitled to be treated with respect and dignity and be inclusively engaged.

Key Objectives:

The Management have a continuing commitment:

- To prevent, reduce and stop all forms of unlawful discrimination in line with the Equality Act 2010.
- To ensure that recruitment, promotion, training, development, assessment, benefits, pay, terms and conditions of employment, redundancy and dismissals are determined on the basis of capability, qualifications, experience, skills and productivity.
- To promote a company ethos that demonstrates to its entire staff, we are a company that cares about the wellbeing of all our employees.
- To ensure that Equality, Diversity & Inclusion are embedded in our company culture.
- To ensure that Fairness, Inclusion & respect are embedded in our company culture.
- To improve the recruitment and retention of people from diverse backgrounds.
- To build in the wider community, productive and effective relationships with interested parties.
- To promote a professional and positive response when challenging behaviour or decisions that breaches this policy.
- To ensure all Employees have access to this policy and comply with any associated equality, diversity and inclusion procedures.

Types of Discrimination:

Direct Discrimination:

This occurs when a person or a policy intentionally treats a person less favourably than another on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation.

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Indirect Discrimination:

This is the application of a policy, criterion or practice which the employer applies to all employees but which is such that:

- It is detrimental to a considerably larger proportion of people from the group that the person the employer is applying it to represents;
- The employer cannot justify the need for the application of the policy on a neutral basis; and
- The person to whom the employer is applying it suffers detriment from the application of the policy.

Harassment:

This occurs when a person is subjected to unwanted conduct that has the purpose or effect of violating their dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.

Victimisation:

This occurs when a person is treated less favourably because they have brought or intend to bring proceedings or they have given or intend to give evidence.

Unlawful Reasons for Discrimination:

Sex:

It is not permissible to treat a person less favourably on the grounds of sex, marital status, civil partnership, pregnancy or maternity, gender reassignment or transgender status. This applies to men, women and those undergoing or intending to undergo gender reassignment. Sexual harassment of men and women can be found to constitute sex discrimination.

Example: Asking a woman during an interview if she is planning to have any (more) children constitutes discrimination on the ground of gender.

Age:

It is not permissible to treat a person less favourably because of their age. This applies to people of all ages. This does not currently apply to the calculation of redundancy payments.

Disability:

It is not permissible to treat a disabled person less favourably than a non-disabled person. Reasonable adjustments must be made to give the disabled person as much access to any services and ability to be employed, trained, or promoted as a non-disabled person.

Race:

It is not permissible to treat a person less favourably because of their race, the colour of their skin, their nationality or their ethnic origin.

Sexual Orientation:

It is not permissible to treat a person less favourably because of their sexual orientation. For example, an employer cannot refuse to employ a person because s/he is homosexual, heterosexual or bisexual.

Religion or Belief:

It is not permissible to treat a person less favourably because of their religious beliefs or their religion or their lack of any religion or belief.

Positive Action in Recruitment:

Under the Equality Act 2010, positive action in recruitment and promotion applied as from 6th April 2011. 'Positive action' means the steps that the company can take to encourage people from groups with different needs or with a past record of disadvantage or low participation, to apply for positions within the company.

If the company chooses to utilise positive action in recruitment, this will not be used to treat people with a protected characteristic more favourably, it will be used only in tie-break situations, when there are two candidates of equal merit applying for the same position.

Reasonable Adjustments:

The Company has a duty to make reasonable adjustments to facilitate the employment of a disabled person. These may include:

- Making adjustments to premises;
- Re-allocating some or all of a disabled employee's duties;
- Transferring a disabled employee to a role better suited to their disability;
- Relocating a disabled employee to a more suitable office;
- Giving a disabled employee time off work for medical treatment or rehabilitation;
- Providing training or mentoring for a disabled employee;
- Supplying or modifying equipment, instruction and training manuals for disabled employees; or any other adjustments that the company considers reasonable and necessary provided such adjustments are within the financial means of the company.

If an employee has a disability and feels that any such adjustments could be made by the company, they should contact the designated manager.

Eligibility to work in the UK:

All existing staff as well as applicants seeking work opportunities in the company will have their credentials checked to ensure they are compliant to the latest Immigration, Asylum & Nationality Act as produced by Home Office, Border & Immigration Agency.

This policy statement applies to all employees and other personnel engaged in J Coffey Construction operations:

Signed: *E. Barrett* (Original Signed)

Date: 2/2/2023

Eddie Barrett

Group Managing Director

On behalf of J. Coffey Construction

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