

SPAMOUNT PRECAST'S EQUAL OPPORTUNITIES POLICY

EQUAL OPPORTUNITIES POLICY STATEMENT

Martin Quinn Contracts is an Equal Opportunities Employer, committed to ensuring that the talents and resources of all our employees are utilised to the full. We recognise that everyone has a contribution to make to our society and a right to equal opportunity. No job applicant or employee, organisation or individual to which we provide services will be discriminated against by us on the grounds of:

- Gender (including sex, marriage, gender re-assignment)
- Race (including ethnic origin, colour, nationality and national origin)
- Disability
- Sexual orientation
- Religion or belief
- Age

OUR POLICY

We aim to promote equal opportunities at Martin Quinn Contracts by eliminating discrimination harassment through the following measures:

- Opposing all forms of unlawful and unfair discrimination.
- The policy will be implemented in accordance with the appropriate statutory requirements and a full account of available guidance and codes of practice will be taken.
- In order to ensure that no discriminatory action is being carried out on behalf of Martin Quinn Contracts' the policy shall be reviewed annually, ensuring that individuals are selected solely on the relevance of their skills and experience.
- The company will consult with employee representatives in accordance with the procedures required to make the policies effective.
- We will maintain a neutral working environment in which no employee or worker feels under threat or intimidated. This means that the display of flags, emblems, football apparel, posters or the circulation of materials which are likely to offend or cause tension between particular groups of employees is strictly prohibited.
- All employees (whether part-time, full-time or temporary) shall be treated as equals.
- Job applications will be open to all.
- All vacancies will be advertised internally and externally simultaneously and will include a statement on equal opportunities.
- Selection for employment, promotion, further training will be on the basis of aptitude and ability.

- Martin Quinn Contracts provides facilities in which, any employee that feels that they are being treated unfairly (within the scope of this policy) can raise the issue to representatives / management.
- All employees will be helped and encouraged to develop their full potential and the talents and resources of individuals will be fully utilised to maximise the efficiency of the organisation.
- All employees have a legal and moral obligation not to discriminate and to report incidents of discrimination against any individual or group of individuals to Management.

MARTIN QUINN CONTRACTS'

We at Martin Quinn Contracts are highly committed to the following:

- Create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every employee is entitled to be part of an environment that promotes dignity and respect to all.
- **No form of intimidation, bullying or harassment will be tolerated!!**
- Training, development and progression opportunities.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by the management/ Directors.
- The policy will be monitored and reviewed annually.
- The successful implementation of this policy depends on the awareness and commitment of all staff. Hence, all new staff will be made aware of its existence and on joining the organisation, and reminded they must conform with it on a regular basis.

RESPONSIBILITIES:

- Where appropriate, matters should be passed on the HR Department who will be responsible for the provision of advice, training, setting guidelines for the implementation of policies and for the reviewing of effectiveness
- All employees have a responsibility to comply with this policy and ensure equality of opportunities for everyone.

FAILURE TO COMPLY

Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings or even dismissal.