





**DOCUMENT TITLE:** Equal Employment Opportunity

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	Name	Role	Signature	Date	Rev
<b>Prepared By</b>	Luke Deasy	Managing Director		10/02/2023	1.01
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<b>Reviewed By</b>	Peter Lane	EHS Officer		12/06/2025	1.01

**EQUAL EMPLOYMENT OPPORTUNITY POLICY:**

This policy explains the Company's commitment to equal employment opportunities. The policy also describes the actions that the Company will follow regarding all discrimination that becomes known to any member of management and the steps it will take in general to foster an environment free from unlawful discrimination.

**LET'S LOOK AT OUR POLICY:**

The Company is committed to a policy of equal employment opportunity. The Company's policy prohibits unlawful discrimination on the grounds of certain protected characteristics or as a result of an association with or advocacy for a protected employee, applicant, guest, visitor or contractor. The protected characteristics are age, gender, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, disability, race including colour, nationality, ethnic or national origin, religion, belief or lack of religion/belief, membership of the Traveller community, or sexual orientation (the "**Protected Characteristics**"). Any such discrimination on these grounds, in any aspect of employment at the Company or in the application/hiring process, is unlawful. All Company employees are expected to comply with the letter and spirit of this policy. The Company will keep this policy under review, monitor its progress and take such action as required to eliminate any discrimination of which it becomes aware.

This policy applies to all aspects of work, including the advertising of jobs, recruitment and selection, training and development, opportunities for promotion, conditions of service, benefits, facilities, pay, health and safety, conduct at work, grievance and disciplinary procedures, and termination of employment, including redundancy. All levels of staff and management are responsible for applying this policy.

**PART TIME/FIXED TERM STAFF:**

Part-time and fixed-term staff should be treated the same as comparable full-time or permanent staff and in the main enjoy no less favourable terms and conditions (on a pro rata basis where appropriate) unless the treatment is objectively justified.

### **DIRECT/INDIRECT DISCRIMINATION:**

Discrimination may be direct or indirect and it may occur intentionally or unintentionally. Discrimination also includes victimisation (less favourable treatment because of action taken to assert legal rights against discrimination or to assist a colleague in that regard) and harassment (dealt with in the Anti-Bullying and Harassment Policy).

If you are disabled or become disabled in the course of your employment with us, you may wish to advise us of any reasonable adjustments to your working conditions or the duties of your job which you consider to be necessary, or which would assist you in the performance of your duties. We may wish to consult with you and with your medical adviser(s) about possible reasonable adjustments. Careful consideration will be given to any such proposals, and they will be accommodated wherever reasonably possible.

### **REPORTING DISCRIMINATION:**

If you believe you have been unlawfully discriminated against, you should make a complaint via our grievance procedure to your Manager, any member of management, or the Office Manager, as soon as possible after the incident. Your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses. Managers must refer all discrimination complaints to the Office Manager. The Company will undertake a prompt, thorough and objective investigation of the complaint.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. If you make an allegation in good faith, you will not be victimised or treated less favourably as a result.

You have an obligation to cooperate fully in any all investigations, and you are required to provide complete, accurate and truthful information.

If the Company determines that unlawful discrimination has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for unlawful harassment or discrimination or who has otherwise violated any provision of this policy, will be subject to appropriate disciplinary action up to and including termination. The Office Manager will advise parties concerned (alleged victim and alleged harasser) when the investigation has concluded.

Making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under the disciplinary procedure, and the accuser may be subject to disciplinary action up to and including termination.

The Company trusts that all employees will continue to act responsibly to create and maintain a pleasant and professional working environment that is free of unlawful discrimination and harassment.

### **POLICY AGAINST RETALIATION:**

The Company forbids any employee from engaging in any actions of a retaliatory nature against another employee because that employee reported discrimination or testified or otherwise assisted in an investigation or other proceeding in respect of a complaint of unlawful discrimination. If you experience or witness any conduct you believe to be retaliatory, immediately report the incident to your Manager or any member of management so that the complaint can be promptly resolved.



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Luke Deasy  
Managing Director