

Irwin M&E – Equality and Diversity Policy

Purpose and Scope

Irwin M&E aims to be an exemplar organisation, demonstrating excellence in equality and diversity. It is the objective of Irwin M&E Limited, that the skills and abilities of all its operatives are, where possible, utilised to the full and that no existing or prospective operative receives unequal treatment on the grounds of perceived gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion, political opinion or age. We are opposed to all forms of unlawful and unfair discrimination.

Accordingly, the Company will, to the best of its ability:

- Fulfil its social responsibilities towards its operatives and the communities within which it operates.
- Accept its legal obligations under the Fair Employment (NI) Acts 1976 and 1989, the Sex Discrimination (NI) Orders 1976, the Disability Discrimination Act 1996, the Race Relations (NI) 1997 Order and any other appropriate legislation.
- 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 and will be reviewed regularly.
- Seek to give all operatives equal opportunity and encouragement to progress within the organisation.
- Publish, distribute and display this policy statement as required under the legislation.
- Provide an accessible and fair grievance procedure for any operative who believes they have received discriminatory or otherwise inequitable treatment from the Company, within the terms of the Act.
- Promote a good and harmonious working environment.
- The Company will not permit the display of flags, emblems, posters, graffiti or the circulation of literature which is likely to give offence or cause apprehension to particular groups of operatives on grounds of religion race or gender.
- Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
- It is the responsibility of all operatives to accept their personal involvement in the practical application of this policy, particularly management and staff professionally involved in recruitment, training and personnel administration.

All of the above should be regarded as policy and practice and breaches will be regarded as misconduct leading to possible disciplinary proceedings.

Our Disciplinary and Grievance Procedures

Details of the organisation's grievance and disciplinary policies and procedures can be found in our Employee Handbook. This includes with whom an employee should raise a grievance – usually their line manager.

Use of the organisation's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

Monitoring and Review

Irwin M&E will review this policy six months after implementation and annually thereafter.