

Equality and Diversity Policy

At Swift Brickwork Contractors Ltd we are committed to promoting equality and diversity in all aspects of our operations. We believe that everyone should be treated with dignity and respect, regardless of their race, ethnicity, gender, age, disability, sexual orientation, religion, or any other protected characteristic. This policy outlines our commitment to creating an inclusive and diverse workplace and sets out the procedures for addressing any issues related to equality and diversity.

Policy Statement

Swift Brickwork Contractors Ltd is dedicated to providing equal opportunities for all employees and applicants. We aim to create an environment where diversity is valued and celebrated, and where everyone has the opportunity to reach their full potential. We are committed to eliminating discrimination, harassment, and victimisation, and to promoting equality of opportunity and good relations between different groups.

Scope

This policy applies to all employees, job applicants, contractors, clients, and visitors to Swift Brickwork Contractors Ltd. It covers all aspects of employment, including recruitment, training, promotion, working conditions, and termination.

Responsibilities

4.1. Senior Management: The senior management team is responsible for ensuring that this policy is implemented and adhered to throughout the organisation. They will provide the necessary resources and support to promote equality and diversity.

4.2. Line Managers: Line managers have a duty to ensure that their teams understand and comply with this policy. They

should lead by example and address any issues related to equality and diversity promptly and effectively.

4.3. Employees: All employees have a responsibility to treat others with respect and dignity, and to contribute to creating an inclusive and diverse workplace. They should report any incidents of discrimination, harassment, or victimisation in accordance with the procedures outlined in this policy.

Prohibited Conduct

5.1. Discrimination: Discrimination, direct or indirect, on the grounds of race, ethnicity, gender, age, disability, sexual orientation, religion, or any other protected characteristic is strictly prohibited. This includes both intentional and unintentional discrimination.

5.2. Harassment: Harassment, including but not limited to verbal, physical, or written conduct that creates an intimidating, hostile, or offensive environment, is not tolerated. This includes harassment based on any protected characteristic.

5.3. Victimisation: Victimisation, treating someone unfairly or subjecting them to a detriment because

they have made a complaint or supported someone else's complaint of discrimination or harassment, is strictly prohibited.

Recruitment and Selection

6.1. Job Advertisements: All job advertisements will be written in a way that encourages applications from a diverse range of candidates. They will not contain any discriminatory language or requirements that are not essential for the role.

6.2. Shortlisting and Interviewing: Shortlisting and interviewing processes will be conducted objectively and without bias. Selection decisions will be based on merit, skills, qualifications, and experience.

6.3. Reasonable Adjustments: Reasonable adjustments will be made during the recruitment process to ensure that applicants with disabilities are not disadvantaged.

Training and Development

7.1. Training: All employees will receive training on equality and diversity, including their rights and responsibilities under this policy. Training will be provided regularly and will be tailored to the specific needs of different roles and departments.

7.2. Development Opportunities: Swift Brickwork Contractors Ltd. is committed to providing equal access to development opportunities for all employees. Promotion and career progression will be based on merit and potential, without discrimination.

Complaints and Reporting Procedure

8.1. Reporting Incidents: Any employee who believes they have been subjected to discrimination, harassment, or victimisation, or who has witnessed such behaviour, should report it immediately to their line manager or the designated person responsible for handling such complaints.

8.2. Confidentiality and Support: All complaints will be treated confidentially, and support will be provided to the complainant throughout the process. No employee will be victimised or treated unfairly for making a complaint in good faith.

8.3. Investigation and Resolution: All complaints will be thoroughly investigated, and appropriate action will be taken to address any substantiated allegations of discrimination, harassment, or victimisation. This may include disciplinary action, training, or other measures as deemed necessary.

Monitoring and Review

9.1. Monitoring: Swift Brickwork Contractors Ltd will regularly monitor the implementation of this policy and collect data on equality and diversity within the organisation. This data will be used to identify any areas for improvement and to measure progress over time.

9.2. Review: This policy will be reviewed periodically to ensure that it remains up to date and effective. Any necessary revisions will be made in consultation with employees and relevant stakeholders.



M Walsh

Managing Director

References:

Equality Act 2010

ISO 9001:2015 - Quality management systems - Requirements

ISO 45001:2018 - Occupational health and safety management systems - Requirements with guidance for use