EQUAL OPPORTUNITIES & INCLUSION EMPLOYMENT POLICY STATEMENT

INTRODUCTION

DMD is an Equal Opportunity Employer. DMD recognises that in our society groups and individuals have been and continue to be discriminated against on the basis of race, sex, marital status, disability and sexuality. DMD further recognises that there is both direct discrimination and there are practices which have discriminatory effects (indirect discrimination). Age and Religious beliefs are factors which compound the discrimination experienced on the grounds listed above.

The aim of DMD EOEP therefore is to ensure that no employee or job applicant receives less favourable treatment on the grounds stated above.

As an employer DMD is committed to taking positive steps to redress discrimination and to provide genuine equality of opportunity to enable DMD to make full and effective use of its workforce.

DMD also recognises that, in order to ensure discriminated against groups are properly served by DMD it is necessary for these groups to be represented at all levels within Davies & Davies and within all types of work.

Although this document concentrates upon equal opportunities in its own employment policies, it is the DMD intention also to actively promote equality of opportunity in the provision of all its services to the community.

The policy and its practice will be continuously monitored to ensure its effectiveness.

DEFINITIONS

DIRECT DISCRIMINATION

Direct discrimination takes place when a person is treated less favourably than others (in the same circumstances) on the grounds of race, colour, nationality or ethnic origin, sex, marital status, sexuality or disability.

INDIRECT DISCRIMINATION

Indirect discrimination means applying a condition or requirement which adversely affects one particular group considerably more than another, and cannot be strictly justified in terms of the requirements for performing the job.

RACIAL DISCRIMINATION

Discrimination on the grounds of colour, race, nationality (including citizenship), ethnic or national origins. Race may also cover some religious groups. The policy is directed towards the effects of racial discrimination in employment, and the combating of the disproportionately high unemployment this produces.

SEX DISCRIMINATION

Discrimination on the grounds of a person's sex or marital status. DMD is committed to countering discrimination against anyone in all its forms including the recognition that employment practice must be geared to the demands of accepting all, also childcare needs and the care of other dependants.

DISCRIMINATION ON THE GROUNDS OF SEXUALITY

A person is discriminated on the grounds of not being heterosexual, but LGBT. At present some people in society endorses the view that heterosexuality and heterosexual behaviour is superior to any other form of sexuality. DMD recognises that discrimination against LGBT is more complicated by the fact that anyone being LGBT are not necessarily identifiable.

DISCRIMINATION ON THE GROUNDS OF DISABILITY

This policy covers all people with disabilities who on account of injury illness, or congenital deformity may be handicapped in obtaining or keeping employment, or in undertaking work on his/her own account, of a kind which, apart from the injury illness or deformity would be suited to their age, experience and qualifications.

An applicant with disabilities shall not be disbarred from employment on the grounds of disability, restricted access or inadequate equipment, where, with reasonable efforts and expenditure, the problems could be resolved.

Employees who have recently suffered a disability will be retrained unless after reasonable rehabilitation or (re) training based upon consultation with DMD Medical Adviser this proves impossible.

AGE DISCRIMINATION

Age discrimination is the process whereby negative assumptions about age impinge on employment-related and other decisions. Whilst restrictions with regard to age are sometimes necessary, it is recognised that age discrimination is wasteful and aggravates the discrimination and disadvantage suffered on the grounds of race, sex, sexuality and disability.

DMD will ensure that age is not used as a formal or informal factor in recruitment, selection, promotion or training and development issues except in clearly identified and considered cases. Previously agreed processes with age limitations shall be reviewed at regular intervals to examine their discriminatory effect.

Employment-related decisions with age bars or limitations may be considered only in terms of existing or new legislation or as approved by the Personnel Committee, bearing in mind the equal opportunities implications of such a decision.

Both young and older workers shall be encouraged to take advantage of opportunities for promotion as well as opportunities for training and development.

All staff, regardless of their age, shall enjoy the full protection of DMD EOEP and avail themselves of the procedures agreed as part of the EO process to achieve their full potential.

RELIGIOUS DISCRIMINATION

Religious discrimination in employment is the process whereby an employment decision is predicated on account of a person's religious observance belief or practice. Such a process is likely to increase the pressures which people from discriminated against groups are subjected to.

Except where it is permissible as a genuine occupational occupation, there will be no discrimination on the basis of religion.

Where members of staff have particular cultural and religious needs which conflict with existing work requirements, DMD will consider whether it is reasonably practicable to vary or adapt these requirements to enable such needs to be met.

Where cultural and religious beliefs conflict with the primary aims and objectives of DMD Equal Opportunities Employment Policy, the primary aims of the EOEP shall prevail.

ADVERTISING

Advertising and recruitment practices will be continuously examined in order to ensure the widest possible response to all vacancies within DMD.
All advertisements carry the statement "We are an equal opportunity employer"

SELECTION, RECRUITMENT AND PROMOTION

All DMD posts (except those subject to legal exemptions, e.g. genuine occupational qualifications) will be open to all members of those groups discriminated against. Criteria and procedures will be altered, and reviewed, to ensure that individuals are selected, promoted, and treated on their relevant merits and abilities.

There will be no ceiling on the number of people from discriminated against groups who may be employed in any section or department.

Employment-related decisions with age bars or limitations may be considered only in terms of existing or new legislation or as approved by the Personnel Committees bearing in mind the equal opportunities implications of such decision.

Except where it is permissible as a genuine occupational qualification there will be no discrimination on the basis of religion.

DMD will ensure that age is not used as a formal or informal factor in recruitment, selection, promotion or training and development issues except in clearly identified and considered cases. Previously agreed processes with age limitations shall be reviewed at regular interviews to examine their discriminatory effect.

TRAINING AND RETRAINING

DMD recognises the importance of employing more people from discriminated groups at all levels. It will therefore ensure that where it is appropriate employees will be given special training and encouragement in order to achieve equality of opportunity.

DMD employees are expected to comply with the EOEP, and training will be given to employees on all aspects of the policy.

DMD will undertake special training programmes for members of discriminated against groups to enable them to become better qualified to do the work for which they are employed and/or to seek promotion or jobs in other areas of DMD service.

This company will make all reasonable endeavours to provide facilities for disabled people, to provide equal opportunities to training, career development, and promotion, including special training needs.

Both young and older workers shall be encouraged to take advantage of opportunities for promotion as well as opportunities for training and development.

It is recognised that discrimination and prejudice will not cease merely as a result of policy decisions by DMD. Training is an important part of strategies which are needed to change practices and attitudes. Whilst recognising that organisational changes of this nature are complex, DMD will work with the trade unions and employees to ensure that the required changes are achieved. As part of this process, DMD intends to make available to all employees and Members, facilities which will increase their awareness of discrimination and disadvantage suffered by various groups, and how to positively counter negative attitudes.

HARASSMENT

Harassment includes unreciprocated and unwelcome comments, looks, actions, materials, suggestions or physical contact that is found objectionable and/or offensive and may create an intimidating working environment. Discrimination including harassment and victimisation on the grounds of race, sex, disability, sexuality, age religious belief will be viewed as a disciplinary offence. Serious cases may constitute gross misconduct resulting immediate suspension followed by summary dismissal by DMD.

DMD will not condone any harassment of any employee within DMD, whether these acts are committed by members of the public or by colleagues. Nor will DMD condone any acts of harassment by employees against members of the public. DMD is committed to grievance, disciplinary and other procedures which will provide proper redress.

EMPLOYMENT PRACTICES AND CONDITIONS OF SERVICE

All service conditions will be reviewed to ensure that they do not discriminate against any particular group, but provide for the varying needs of the entire workforce. DMD further recognises that it has a duty to contribute to a reform of the Superannuation Scheme.

Employment practices will be adapted to meet the demands of childcare and the care of other dependants e.g. job share, provision of crèche and nursery facilities etc.

Where a member of staff is convicted of an offence arising solely by reason of his/her homosexuality (which would not be considered an offence for heterosexuals), it shall not be treated as an offence for the general purposes of section H (I) of the Staff Code - it may not be necessary to report details of the matter to their Chief Officer. The mode of dress and presentation of all employees shall be restricted only on the grounds of health and safety.

Where members of staff have particular cultural and religious needs which conflict with existing work requirements DMD will consider whether it is reasonably practicable to vary or adapt these requirements to enable such needs to be met.

Where cultural and religious beliefs conflict with the primary aims and objectives of DMD Equal Opportunities Employment Policy, the primary aims of the EOEP shall prevail.

All staff regardless of their age shall enjoy the full protection of DMD EOEP and avail themselves of the procedures agreed as part of the EP process to achieve their full potential.

It will be a condition of service that employees adhere to the EOP and failure to do so shall be cause for disciplinary measures to be taken.

ORGANISATIONAL ARRANGEMENTS

The Company's managing director will be responsible for implementing and monitoring the effectiveness of the policy. It is, however, the responsibility of all supervisory staff to actively promote equality of opportunity within their own sphere of responsibility in conjunction with Race Relations, Women's, Equal Opportunities and other relevant officers.

RECORDING AND MONITORING

DMD is committed to an efficient and confidential monitoring system to ensure effective implementation of the policy.

RESOURCES

DMD commitment to the success of this policy is unqualified, and we will give priority to making the necessary resources available.

GRIEVANCE AND DISCIPLINARY PROCEDURES

To facilitate the operation of this policy special procedures have been agreed to assist DMD (employees) to pursue cases of Discrimination (including Harassment and Victimisation) and Unfair Discrimination against all candidates, other industrial relations procedures will be reviewed to ensure that they are appropriate and adequate to cover all aspects of the Equal Opportunities Policy.

DISMISSAL AND REDUNDANCY

An employee should not be dismissed on grounds of age, disability, gender, marital status, race, religion or sexuality.
Selection for redundancy will be based upon an objective assessment of relative capacity, performance, reliability, conduct, attendance record and suitability for the remaining work.

DANIEL DAVIES Director to DMD Contracts Ltd



SIGN

DATE: 11 March 2025