


HRP23 Kirby Equal Opportunities Policy

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Contact Officer:	Fergus Barry
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Policy Links:	This policy links to all policies, procedures and strategy documents adopted by Kirby Group Engineering.
Policy signed into effect by:	

EQUAL OPPORTUNITIES POLICY

Kirby is committed to a policy of equality of opportunity in its employment policies, procedures and practices. Individuals will be selected, promoted, and developed on the basis on their competence and performance and according to the requirements of the job, and will be given equal opportunity to show their abilities and to progress within the organisation.

Equal opportunity is a priority for the Company. This policy is intended to get the best from everyone, to avoid waste of talent and potential and to provide a positive working environment.

This policy applies to discrimination on grounds of sex, marital or family status, sexual orientation, religious or political preferences, age, disability, race or ethnic origin, being a member of the travelling community, or any other grounds which may be introduced by legislation, which do not affect the performance of the job.

Responsibility: All employees

1.1 Recruitment and Promotion Procedures

The Company will not discriminate on the basis of any of the nine grounds listed above in the recruitment or promotion of personnel.

Responsibility: Managers and HR Professionals.

1.2 Pay and Benefits

The Company will not discriminate on any of the nine grounds listed above in the granting of pay and benefits to staff. Pay and rewards will be based on performance, competence, level and tenure.

Responsibility: Managers and HR Professionals.

1.3 Training and Development

Opportunities for Training & Development, both internal and external, will be available to personnel in line with Company (economic and operational) needs, according to the competence and performance demonstrated.

Responsibility: Managers and HR Professionals. All employees to fully cooperate and attend all training rostered.

1.4 Language and References

The Company is committed to the use of non-discriminatory language and illustrations whether in words or in pictures in all documents, both internal and external.

Responsibility: Managers and HR Professionals in particular but all employees have responsibility.

1.5 Harassment

The Company is concerned that all employees should be able to perform their work in an environment, which is free from threat, harassment or intimidation.

The issue of harassment is covered in a separate policy.

Responsibility: Managers and HR Professionals in particular but all employees have responsibility to treat each other with dignity and respect and to raise the issue if they see this responsibility not upheld by anyone or group at any level in Kirby.

What is discrimination?

Unfair discrimination results from prejudice and limits our ability to recognize the talents, skills and potential of the individual. It can be direct, indirect, intentional or unintentional.

The **Employment Equality Act 1998** came into force on the 18th October 1999, and was amended on the 25th October 2004 by the **Equality Act 2004**.

The Employment Equality Acts 1998 and 2004 deal with discrimination within employment.

The Acts deal with discrimination related to any of the following nine grounds:

1. **Gender**
2. **Civil status**
3. **Family status**
4. **Age**
5. **Race**
6. **Religion**
7. **Disability**
8. **Sexual orientation**
9. **Membership of the Traveler community**

Most employment issues are dealt with by the Acts, including: dismissal, equal pay, harassment and sexual harassment, working conditions, promotion, access to employment etc. However, all disputes under the Equality Legislation must relate to one or more of the **nine grounds** listed above.

Direct discrimination occurs when a person is treated less favourably than:

- A person of any other category or group on the grounds of their membership of their protected category (under the nine legislative headings)

Indirect discrimination occurs when a provision, criterion or practice is neutral on the face of it, but its impact particularly disadvantages people with a protected characteristic, unless the person applying the provision can justify it as a proportionate **means** of achieving a legitimate aim. It occurs where a person with a protected characteristic is obliged to comply with a requirement relating to employment, which is not essential to the job.

The Company will fill jobs on the basis of an individual's ability to successfully operate in and achieve the results required in a role in a manner that is efficient, effective and commercially competitive.

Responsibility: Managers and HR Professionals in particular but all employees have responsibility to behave both intentionally and unintentionally in a manner that is non-discriminatory under any of the nine grounds (detailed in the legislation) and to report any discriminatory behaviour under the nine grounds that they identify.

1.6 Safeguards for Equal Opportunities

There are two procedures (formal and informal), which can be used if an individual feels that he/she has not been treated in accordance with the policy:

- Procedure outlined in the Grievance Policy
- Procedure outlined in the Bullying and Harassment Policy

The Equal Opportunities Policy has been adopted by the Company and is an integral part of its overall policy and is required to be observed in everyday employment practices. This policy will be the subject of review from time to time.



Kirby is an Equal Opportunities Employer and any observations of non-compliance with this policy should be notified by the employee directly to their manager, another manager or a HR professional.