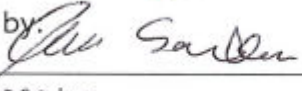




Title: Equal Opportunities Policy	Effective Date: 08/05/24	Page: 1 of 4
	Supersedes: Rev 0	Policy No: HR25
		Revision No: Rev 1

PRE EXECUTION

Approved by: 
Signature: _____ Date: 8 May '24
Title: DIRECTOR

Authorised by: 
Signature: _____ Date: 08/05/2024
Title: HR Officer

REVISION HISTORY

Previous Revision Number	Date of Previous Revision	Reason for Change	Details of Revision
0	28/04/23	Procedure Update	Updated to a standardised layout. Addition of Sections 5.0, 6.0 & 7.0

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1.0 PURPOSE

- 1.1 It is the policy of the company to give equal opportunity in employment regardless of sex, sexual orientation, marital status, race, age, disability, religion or ethnic origin or in relation to any protected characteristic as defined by relevant legislation. This applies to recruitment, training, pay, conditions of employment, allocation of work and promotion.

2.0 SCOPE

- 2.1 McQuillan Companies wants to ensure that employees enjoy their time at work and know that we are committed to creating a work environment where employees are treated equally and fairly and feel valued. We will work hard to ensure the workplace is one free of inequality.
- 2.2 Any kind of attitude or behaviour that amounts to discrimination, exclusion, inequality, bullying or harassment is not part of our culture and does not adhere to our values. This sort of behaviour will not be tolerated or accepted by the company.

3.0 PROCEDURE

- 3.1 McQuillan Companies will adhere to the following principles in regard to equality, diversity and inclusion.
- 3.1.1 Treat employees fairly and equally
- 3.1.2 Create an open, honest and fair workplace
- 3.1.3 Commit to a working environment which is free from harassment including discrimination, victimisation and bullying, and in which no employee feels under threat or intimidated.
- 3.1.4 Have a zero tolerant attitude towards any kind of discrimination, bullying or inequality.
- 3.1.5 Treat any issues or concerns with sensitivity and fairly

3.2 Implementation

- 3.2.1 As an equal opportunity employer our key criterion for selection, promotion, training and reward is ability to do the job to the required standard in a safe manner. For this reason, we will not discriminate on any grounds unrelated to performance, regardless of whether these are prohibited by law.
- 3.2.2 It is your personal responsibility as an employee to ensure that this policy is adhered to. Any questions or doubts about the application of the policy should be referred to your line manager. The policy applies not only to our staff but also to our relationships with our customers and suppliers.

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3.2.3 McQuillan Companies recognises that incidents of inequality, exclusion, harassment and/or bullying can impact a person's performance, morale and health. Therefore, all complaints (informal or formal) will be dealt with promptly and treated confidentially.

3.2.4 In striving towards the achievement of a collaborative environment, allegations of Inequality, inclusion harassment and/or bullying by employees will be taken seriously by the company.

3.2.5 It is the policy of McQuillan Companies to make every effort to provide a harmonious working environment in which the dignity of everyone is respected. Any employee that suspects any behaviour which is contrary to this must report it to the Compliance Department even if they are not directly impacted. Further detail on how to report instances can be found in our HR08 Dignity at Work Policy.

3.2.6 McQuillan Companies will address any reported incidents in accordance to HR08 Dignity at Work Policy.

3.3 Diversity, Inclusion and Equality

3.3.1 Equality, diversity and Inclusion is about how McQuillan Companies and employees treat one another. We will not tolerate any behaviour that could be seen as discriminatory or treating employees less favourably than other employees.

3.3.2 **Diversity** is about understanding, recognising, respecting and valuing differences.

3.3.3 **Inclusion** is about creating an environment where every employee feels valued, that their contribution matters and they are able to perform to their full potential, no matter their background, identity or circumstances.

3.3.4 **Equality** is about managing differences so that everyone has equality of opportunity through a fair and consistent approach to the application of policies and procedures

3.4 Discipline

3.4.1 Your cooperation is essential in ensuring the success of this policy. Discriminatory actions or behaviour by employees will be treated as misconduct and dealt with in line with HR09 Disciplinary Policy and Procedure and could lead to dismissal.

3.5 Status of This Policy

3.5.1 This policy does not give contractual rights to individual employees. The company reserves the right to alter any of its terms at any time although we will notify you in writing of any changes.



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4.0 REFERENCES

- 4.1 HR08 Dignity at Work Policy
- 4.2 HR09 Disciplinary Policy and Procedure

5.0 APPENDICIES

- 5.1 N/A

6.0 TRAINING

- 6.1 McQuillan Companies employees will be trained by reading this procedure.