



Including John Martin-Hoyes Ltd., Abba Plant Hire Ltd. (incorporating APH Cranes & Access), JMH Directional Drilling Ltd. and Truck Linc

Equality & Diversity Policy

The principle of affording equal opportunity in employment recognises not only the basic obligation of an employer to provide equitable treatment in employment matters to all current and potential employees, but also the practical advantages to an employer of refraining from any discriminatory practice which may impair its ability to make full use of the skills and aptitudes available within the potential or existing workforce.

In pursuit of this principle and mindful of the legislative framework which supports it:-

- Equal Pay Act 1970 (Equal Value Amendment 1984)
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975 (Gender Reassignment Regulations 1999)
- Race Relations Act 1976
- Disability Discrimination Act 1995
- The Protection from Harassment Act 1997
- Race Relations (Amendment) Act 2000
- Race Relations Act 1976 (Amendment) Regulations 2003
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003
- Disability Discrimination Act 2005
- Employment Equality (Age) Regulations 2006

- together with the associated Codes of Practice.

A handwritten signature in black ink, appearing to be 'JMH', is written over a faint, light blue circular stamp.

John Martin-Hoyes
Managing Director
Date: 01 April 2023
Review Date: 31 March 2024

1. STATEMENT

John Martin-Hoyes Ltd. is striving towards recognition as an Equal Opportunity Employer and is committed to the implementation and maintenance of employment practices which will ensure that no potential or current employee is treated less favourably on the grounds of Sex, Marital Status, Race, Nationality, Ethnic or National Origin or Colour; nor is disadvantaged by the application of any rule, condition or requirement which cannot be justified in either job related terms, or as a requirement of law.

Disabled Persons who meet basic criteria will be guaranteed an interview and will receive positive action treatment, where appropriate.

John Martin-Hoyes Ltd. acknowledges that its policy will succeed through a programme of action which will develop employment practices consistent with the spirit of this policy, and through a commitment by managers in consultation with personnel staff, to review such practices on a regular basis and to take remedial action where necessary.

John Martin-Hoyes Ltd. will make full use of the provisions within current Equal Opportunities legislation and will, in fulfilling our policy statement commitments, comply with all current legislation whenever reasonably practicable, in working towards achieving and maintaining a workforce which broadly reflects the local community in which we operate.

2. APPLICATION AND SCOPE

- 2.1 The application of this policy is the responsibility of the Managing Director and will be reviewed on a six monthly basis.

This policy will apply to current and prospective employees, trainees, contractors, partners and associate providers.

- 2.2 Although the primary impact of this policy may be felt in the areas of Recruitment and Selection, Promotion and Transfer, the policy nevertheless is applicable to any employment matter in which the equitable treatment of a potential or current employee, trainee, contractor, partner or associate provider may be at issue e.g.

Access to training and career development, vocational and other training

Interpretation of condition of services

Application of Disciplinary/Grievance procedures etc.

3. RESPONSIBILITIES

3.1 All employees irrespective of their position within the organisation will have some measure of responsibility for the effective operation of this policy.

3.2 Responsibility of the Senior Personnel

Managers will assume responsibility for the day to day operation of the policy including:-

- Assess existing employment practices in relation to this policy and advise upon remedial action where appropriate.
- Co-ordinate the provision of guidance and training to staff on Equal Opportunity in Employment.

3.3 Responsibility of Individuals

It is the duty of all employees, trainees, contractors, partners and associate providers:-

- to co-ordinate with any measures introduced to develop equal opportunity
- to refrain from taking discriminatory actions or decisions which are contrary to the spirit of this policy
- to desist from placing pressure on others to act in a discriminatory manner
- to desist from harassing, abusing or intimidating others on account of their race, sex etc.
- to resist any pressure to discriminate which is placed upon them by others
- to inform management if they suspect that discrimination is taking place

4. PROGRAMME OF ACTION

4.1 Review of Current Employment Practices

It will be incumbent upon all those responsible for making appointments and other decisions affecting promotion, training etc., to review existing practices against following operational criteria and, where necessary, take appropriate action to eliminate any potential unfairness which may exist.

i) Recruitment

- Careful consideration should be given to media chosen for communication of job vacancies or training opportunities so that knowledge of such opportunities is not restricted unjustifiably to certain individuals or groups.
- Advertisements should be carefully worded to ensure that no inference may be drawn of an intention to advantage, disadvantage, a certain individual or group in respect of the published opportunity, in a manner which would be contrary to the policy statement.
- Managers should identify those staff who may influence the recruitment process indirectly (e.g. receptionists and other staff who handle enquiries) and ensure that they receive appropriate guidance on the application of this policy.

ii) Selection – Appointment: Promotion: Transfer: Training

- The criteria on which decisions are based should be clearly relevant to the requirements of any job or training opportunity, unfair or even illegal discrimination may occur if a candidate's inability to meet the unjustifiable requirements prejudices his/her selection.
- A written specific, detailing the requisite skills and experience which the successful applicant should possess, should be prepared in respect of each selection opportunity.
- It is the purpose of the selection process to evaluate and equate objectively the candidates suitability relative to the given requirements incorporated in the specification.
- Decision makers must therefore resist highly suggestive impressions about individual candidates and avoid pre-conceived notions or assumptions about the capability or other characteristics or particular groups e.g. that women with children will make unreliable candidates.
- Questions asked at interview should relate directly to the criteria established in the specification.

iii) Other Employment/Trainee Matters

- As a general principle careful consideration should be given to all decisions taken in relation to training and employment matters to ensure that more, or less, favourable treatment is not afforded to any individual or group without justifiable cause.

4.2 Monitoring The Policy

The following system will be introduced to assist in evaluating the effectiveness of this policy. Additional systems may be devised and implemented as necessary.

- i) Records will be maintained by designated staff of the following information pertaining to the selection for employment, promotion or transfer, or registered disabled persons, members of ethnic minority groups, male and female applicants, married persons:-
 - a) The number who apply in each category
 - b) The number short listed in each category
 - c) The number selected in each category

Where appropriate, similar records shall be maintained in respect of training opportunities etc.

4.3 Follow Up

If existing practices do not fulfil the operational criteria referred to in 4.1 or the aforementioned monitoring systems highlighted apparent deficiencies, managers should undertake further investigations and, where appropriate, review existing practices to ensure that any potential for unfair treatment is eliminated.

4.4 Enforcement and Redress

- i) All staff with decision making responsibilities are advised that, in legal terms there may be individual rather than corporate liability if they are judged to be seriously negligent in their application of this policy despite appropriate instructions.

It should also be remembered that it is unlawful to discriminate in response to instructions or pressure. Decision makers are advised in their own interests not to yield to such pressures.

- ii) Any member of staff who wilfully discriminates against another, fails to cooperate with measures designed to promote equal opportunity, or induces others to practice unlawful discrimination, will be subject to disciplinary action.

- iii) Any member of staff who feels that he or she has been discriminated against shall have recourse to the grievance procedures. Initiating these procedures shall not restrict any individuals statutory right of reference under legislation to an Industrial Tribunal.

4.5 Training

- i) The organisation, through the Senior Personnel Representative will establish an adequate programme of training in all aspects of this policy to ensure that all persons in a position of authority are aware of the policy and adhere to its requirements.
Similarly appropriate training will be provided for those staff who recruit, select, appraise etc.

4.6 Publicity

- i) The Equality & Diversity Policy Statement will be discussed during induction for the benefit of incoming staff, who may consult their supervisor if they wish to view the complete document.
- ii) Copies of the policy may be issued to all managers who will be responsible for ensure that each member of staff is aware of the policy and its implementation.