



Equal Opportunities and Diversity Policy

It is the policy of Barry Stewart & Sons Ltd to ensure that no job applicant, employee, or client receives less favourable treatment on the grounds of any of the protected characteristics. These include: age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex, and sexual orientation. Barry Stewart & Sons Ltd extends this to part time or fixed term contract status. The company is committed to not only its legal obligations but also the positive promotion of equality in all aspects of employment.

The company recognises that adherence to the equality opportunities highlighted within this policy, combined with relevant employment policies and practices, maximises the effective use of individuals in both the company and employees best interests by recognising, respecting and valuing the differences we each bring to work.

By combining equal opportunities and diversity we can not only recognise the great benefits of having a diverse workforce, but also continuously identify and address any inequality issues and barriers faced by people. Barry Stewart & Sons Ltd is committed to valuing, learning and benefiting from the diverse cultures in society and actively promotes this by solely employing on ability.

The application of recruitment, training, and promotion to all individuals will be on the basis of job requirements and the individual's ability and merits. All aspects of company processes will be free from all forms of discrimination; including: direct, indirect, by association, perception, harassment and victimisation.

Recruitment and Promotion

Advertisements for posts will give sufficient, clear, and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that it does not restrict its audience in relation to any of the protected characteristics stated above.

Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational requirement which limits the post to this particular group, in which case this will be clearly stated.

All vacancies will be circulated internally in the interest of equal opportunities and diversity to recognise internal strengths and remove any inequality and barriers faced by employees throughout industries. Internal advertisements will be circulated for an adequate period before being promoted externally.

All job descriptions and specifications will include only requirements that are necessary and justifiable for the effective performance of the job.

All selections will be thorough, conducted against defined criteria and will deal with only the applicants' suitability for the job. Where it is necessary to ask questions relating to personal circumstances these will be related purely to job requirements and asked to all candidates.

Any applicants that consider themselves to have a disability have the opportunity to declare so and arrange any reasonable adjustments prior to interviews to ensure they are not disadvantaged throughout any of the recruitment process.

Equality and diversity is monitored continuously through our retrospective monitoring section on our staff application form.

Employment

Barry Stewart & Sons Ltd will not discriminate on the basis of any of the protected characteristics highlighted within this policy in the allocation of duties between employees employed at any level with comparable job descriptions.

Barry Stewart & Sons Ltd will put in to place any reasonable measures and/or adjustments within the workplace for those employees who require them, in relation to a protected characteristic they possess, throughout their employment.

All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

Training

Employees will be provided with appropriate training regardless of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex, sexual orientation, and part time or fixed term contract status. Training provided will be based purely on job role.

All employees will be encouraged to discuss their career opportunities, prospects and training needs with their manager.

Barry Stewart & Sons Ltd emphasises that discrimination, victimisation and harassment is unacceptable conduct which may lead to disciplinary action under the company's disciplinary procedure.

Any complaints of discrimination will be pursued through the company's grievance policy and procedure.

Diversity

At Barry Stewart & Sons Ltd. we have placed the management of people at a strategic level within the Company, recognising that our people are a major source of our competitive advantage. We are committed to developing a diverse company which recognises the individual needs of people and the particular skills, expertise, and experience they bring to the company. This Equal Opportunities and Diversity Policy sets out how we will achieve this and continue to monitor and improve diversity at work.

This policy was developed through discussion with people at all levels within the company; it will be reviewed on an annual basis along with our policies, to ensure it remains effective.

The Managing Director has overall responsibility for Diversity within the company and all employees need to be aware of both their rights and responsibility within this policy.

At the most basic level the company complies with all legislation which makes it illegal to discriminate either directly or indirectly on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, gender or sexual orientation.

We strive to go well beyond the legislative requirements to create a company that is a diverse team of people that recognises the individual needs of people and is committed to harnessing their individual talents and skills. The value is reflected in all our people management practices, from recruitment and selection, learning and development, promotion and talent management and most importantly through our day to day good management of people.

Everyone is responsible for developing a company culture that treats everyone with fairness, respect and integrity. Diversity is an important part of the induction process when new people join and together with our policy on Harassment and Bullying support diversity in our workplace.

Any breach of the Harassment and Bullying Policy will be taken very seriously and will result in disciplinary action.

- We recognise that developing a diverse company is ongoing and to this end we have developed an action plan
- We monitor the composition of our workforce on an annual basis and set targets to ensure we are creating a more diverse company and one which reflects the local community in which we trade
- We conduct a staff survey every year to invite feedback from people on how they feel about working for the company
- We train all our managers to ensure they are effective at leading and managing people

Signed: 

Kevin Hayes
Director

Date: 