

# Equal Opportunity Policy



## 2.1 Commitment

HOP is an equal opportunities, equal rights employer and are committed to ensuring there is transparency in our business in our approach and consistent with the obligations under the Equality Act 2010.

2.1.1 HOP is non-discriminatory in the fullest sense. Equal rights, opportunities and rewards are given to all staff and prospective job applicants. Everyone has a right to fair and dignified treatment. The contribution of everyone will be valued and everyone will be treated purely on their merits. Everyone must act fairly, within our EO policy and the law. Failure to do so may lead to disciplinary action.

2.1.2 We will not discriminate, either in a positive or negative way, against people on the grounds of age, disability, race, nationality, ethnic or national origin, gender, pregnancy or maternity, marriage or civil partnership, religion, beliefs, sexual orientation, domestic circumstances, gender reassignment, political affiliation or trades union membership. Persons will be given neither preferential nor non-preferential treatment. The principles of non-discrimination and equality of opportunity also applies to the way in which employees treat visitors, clients, customers and former employees

There are two exceptions to this general rule:

1. The building and civil engineering industry on the technical side is one dominated by males and most people embarking on a technical career in these subjects will tend to be male. Therefore, nominal extra encouragement is given to female trainees and job applicants for these positions.
2. HOP will try, wherever possible, to offer work placements and job opportunities to those who may be disadvantaged through disability, providing this is viable.

HOP actively promote and encourage diversity. As of February 2022 HOP employs 52 members of staff, from a variety of nationalities, cultures and age groups.

## 2.2 Achieving the EO goals

2.2.3 All parties to this agreement will ensure:

- Each individual working at HOP is aware and understands these agreements
- Steps taken to promote equality and diversity are monitored
- Policy will be reviewed annually and updated to reflect best practice

## 2.3 Responsibility

2.3.1 Responsibility for ensuring HOP fulfils its obligations under this policy rests with the Director of HR.

2.3.2 Managers should be aware of any problem developing at an early stage and take corrective action to ensure that the situation is resolved in a conciliatory and effective manner and that staff do not feel excluded.

## 2.4 Who does this policy apply to?

2.4.1 All individuals at HOP are responsible for their own compliance with this policy and for the positive attitude and working relationships it requires. All external persons connected with HOP are encouraged to hold the same responsibility and commitment.

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## 2.5 What will we do?

2.5.1 All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the grounds named above. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without lawful discrimination.

Signed:

A handwritten signature in blue ink, appearing to read 'J. Spearman', is written over a faint, illegible background.

Managing Director

Date August 2022

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