

EQUAL OPPORTUNITIES AND DIVERSITY POLICY

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Approved By:	Derek Pierce - Managing Director
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DEFINITION

J&D Pierce (Contracts) Ltd will make every effort to ensure that all employees and any other individuals working for or with the company are treated with courtesy, dignity, and respect, regardless of gender, race, religion, nationality, colour, sexual orientation, disability, age, marital status, or any other protected characteristic. Our aim is to eliminate all forms of bias, unlawful discrimination, and unfair treatment in relation to job applicants, employees, business partners, and members of the public.

This is supported by the J&D Pierce (Contracts) Ltd Values.

Scope

This policy is an integral part of our company Values, in particular:

Openness

Sharing honestly what we know, both good and bad, communicating clearly and fairly, listening to each other, and building trust with our customers, suppliers, and employees.

Collaboration

Working as one team, supporting one another, valuing everyone's contributions, and delivering the best outcome for our customers. Respecting each other's skills and experience.

Mutual Dependency

Standing together as one team, supporting one another, looking out for each other, and working closely with customers and suppliers to share risks and rewards.

This policy and its associated ways of working cover all existing employees, potential employees, sub-contractors, agency workers, self-employed workers, and business partners, everyone who is part of our business.

Each person plays a role in promoting equality and diversity and is responsible for challenging inappropriate behaviour that conflicts with this policy.

OBJECTIVES

- Develop and maintain a diverse workforce that reflects the society we work in.
- Improve safety, morale, and quality by creating a balanced, respectful work environment.
- Reduce staff turnover, absenteeism, and sickness rates.
- Ensure everyone is treated fairly and equally.
- Foster an environment free from discrimination, harassment, victimisation, and bullying.
- Proactively support underrepresented groups to realise their full potential.
- Communicate this policy and provide appropriate training so all employees understand their responsibilities.
- Review and improve our processes and practices continuously to promote fairness and comply with all applicable legislation.

Principles

It is unacceptable for any applicant, employee, supplier, or visitor to be directly or indirectly discriminated against on the grounds of race, colour, ethnicity, gender, marital status, pregnancy, age, disability, part-time or fixed-term status, caring responsibilities, sexual orientation, gender reassignment, religion, political beliefs, trade union membership, or any other irrelevant characteristic.

Breaches of this policy will be taken seriously. Formal disciplinary action, up to and including dismissal, will follow if required. Our aim is to make sure that everyone is treated fairly and in accordance with all applicable legal requirements.



DEFINITIONS

Protected Characteristics

Under the Equality Act 2010, protected characteristics include: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Direct discrimination

Treating someone less favourably because of one or more protected characteristics, for example, refusing to hire someone because of their gender.

Indirect discrimination

Applying a provision, criterion, or practice that disadvantages people with a protected characteristic, for example, a uniform policy that disadvantages a particular religion.

Perceptive discrimination

Discrimination against a person because they are thought to have a protected characteristic, even if they do not.

Victimisation

Treating someone less favourably because they have complained, or supported someone else's complaint, about discrimination or harassment.

Harassment

Unwanted conduct related to a protected characteristic that violates someone's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.

GUIDELINES

Recruitment and Selection:

- Advertise roles widely to attract a diverse range of candidates.
- Make decisions and retain records to demonstrate they were fair, job-related, and non-discriminatory.
- Prepare objective role profiles and person specifications.
- Conduct interviews fairly, consistently, and with pre-agreed questions and criteria.
- Treat all applicants equally, ensuring interviewers are trained to recognize and avoid unconscious bias.

Job Applications and Interviews:

- Gather full information about each candidate.
- Conduct interviews in a structured and unbiased manner.
- Keep full interview notes and decision-making records.
- Be mindful of cultural differences, for example, some candidates may avoid direct eye contact as part of their cultural norm.

Applicants/Employees with a Criminal Record

We aim to give people with criminal records a fair chance where appropriate and in accordance with our obligations to clients and safety requirements.

When making decisions, managers must focus on the relevance of the offence, risk considerations, and how these can be appropriately managed, ensuring decisions do not discriminate unfairly.



Selection:

- Base all recruitment decisions on job requirements and individual merit.
- Record all decisions and retain appropriate documentation.
- Ensure decisions can be objectively justified, especially where they relate to reasonable adjustments for disabled applicants.

Training and Development:

- Provide all employees access to learning and development opportunities without discrimination.
- Base decisions on objective criteria including business need and personal merit.
- Ensure everyone involved in selecting employees for training and promotion applies the principles of equal opportunity and diversity.

Reward and Appraisal:

- Conduct appraisals regularly and fairly.
- Document all appraisal outcomes and decisions.
- Ensure decisions about rewards and recognition are based solely on performance and merit.

DISCIPLINE AND GRIEVANCE

- Handle all discipline and grievance cases in accordance with company procedures, with fairness and confidentiality.
- Treat complaints seriously and do not ignore, trivialize, or dismiss concerns about discrimination or unfair treatment.
- Support those who make complaints in good faith, ensuring they are not victimized for raising issues under this policy.

What to Do if You Believe You Are a Victim:

- Speak to your line manager or HR as soon as possible, all complaints will be taken seriously.
- Complaints will be treated in confidence where practicable, although we may need to involve others.
- Bring a supportive colleague if you wish.
- Keep notes of any incident, dates, times, and witnesses.
- You will be kept informed of progress and action taken.
- If dissatisfied with the outcome, you may escalate your concern under the Grievance Policy.

Informal Resolution

Where appropriate, individuals are encouraged to talk directly and politely with the person whose behaviour they find unacceptable, they may not be aware of the impact of their actions.

If this is not appropriate or successful, then follow the company Grievance Policy.

All parties must respect confidentiality and not discuss the matter with anyone who is not involved.

ROLES & RESPONSIBILITIES

Managing Director

- Ensure the company observes this policy and complies with all equality legislation.
- Support the Office Manager and HR in ensuring awareness and proper practice across the company.



Managers and Supervisors

- Prevent unacceptable behaviour in their teams and take all complaints seriously.
- Never assume someone is over-sensitive; every concern must be properly investigated.
- Make sure they do not discriminate, directly or indirectly.

Employees and Workers

- Treat everyone with dignity and respect.
- Support colleagues who raise complaints of discrimination.
- Report any discrimination, harassment, or bullying they become aware of.

FEEDBACK

Comments and suggestions for improving this policy may be addressed to: Robert Muir - SHEQ Manager.

Signature: 

Position: Managing Director

Date: 08/07/2025



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