

## Introduction

FP McCann is an Equal Opportunities employer and is committed to the provision of equality of opportunity for all employees and applicants, and to securing fair participation throughout our workforce.

FP McCann promotes an environment free from discrimination, harassment and victimisation where everyone will receive equal treatment. All decisions relating to employment practices will be objective, free from bias and based solely upon work criteria and individual merit.

We will achieve this by strict adherence to our employment policies, procedures and practices and by adopting lawful affirmative action for proven disadvantaged groups, where practical.

It is our policy to provide employment equality to all, irrespective of:

Northern Ireland - Protected Characteristics	England, Scotland & Wales - Protected Characteristics
<ul style="list-style-type: none"> <li>• Gender</li> <li>• Marital or civil partnership status</li> <li>• Having or not having dependents</li> <li>• Religious belief or political opinion</li> <li>• Race, including colour, nationality, ethnic or national origins or being an Irish Traveller</li> <li>• Disability</li> <li>• Sexual orientation</li> <li>• Age</li> </ul>	<ul style="list-style-type: none"> <li>• Sex</li> <li>• Marriage and civil partnership</li> <li>• Pregnancy and maternity</li> <li>• Religion or belief</li> <li>• Race, including colour, nationality, ethnic or national origin</li> <li>• Disability</li> <li>• Sexual orientation</li> <li>• Age</li> <li>• Gender reassignment</li> </ul>

We are opposed to all forms of unlawful and unfair discrimination. 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 listed above.

FP McCann aims to be an employer of choice for people from different backgrounds and through this policy to promote respect for the individual and equality of opportunity. FP McCann is therefore committed to eliminating discrimination and encouraging diversity. Our aim is for our workforce to be truly representative of all sections of the wider community in the catchment area surrounding the FP McCann site and each employee should feel respected and able to give of their best.

In providing goods and services we will recognise our moral and social obligations to promote equality of opportunity within the community in which we operate including being committed against unlawful discrimination of customers or the public.

## Scope

This policy is intended to apply to all FP McCann employees, irrespective of their length of service, status or number of hours worked. This policy and procedure does not form part of the contract of employment and will be amended from time to time.

## Responsibility

All employees of FP McCann have a responsibility to comply with the Equal Opportunities Policy and to co-operate with measures introduced to ensure equality of opportunity and prevent discrimination.

Managers have a particular responsibility to uphold the policy. Managers are responsible for ensuring that this policy is implemented and for dealing with any matters arising.

Where appropriate, such matters should be passed to the HR department who will be responsible for the provision of advice, training, setting guidelines for policy implementation and operation and for any review of effectiveness.

Ultimate responsibility for implementing and ensuring employees are aware of the contents of the Equal Opportunities Policy rests with the Senior Management Team. Any breach of our Equal Opportunities Policy will be regarded as a disciplinary offence.

## Principles

FP McCann is committed to the following principles: -

- a) Promoting equality of opportunity and fair participation in employment for everyone
- b) Promoting a harmonious working environment in which all persons are treated with respect
- c) Preventing occurrences of unlawful direct or indirect discrimination, harassment, bullying and victimisation.  
There is a separate policy, which deals with harassment, bullying and victimisation
- d) Fulfilling all legal obligations under the Equality legislation and codes of practice
- e) Complying with and promoting our own Equal Opportunities and all associated policies
- f) Taking lawful affirmative or positive action, where appropriate
- g) Regarding all breaches of Equal Opportunities policy as misconduct, which could lead to disciplinary proceedings
- h) Reviewing employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law

The Senior Management team is committed to keeping under review the operation of this Equal Opportunities Policy to take account of changes in the law and;

- will carry out the statutory periodic review of the employment procedures and practices at our sites in Northern Ireland, as specified in Article 55 of the Fair Employment and Treatment 1998 Order.
- will consult with employees/employee representatives about procedures required to make this policy effective.
- will create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued. The display of flags, emblems, posters, graffiti or the circulation of materials or the articulation of slogans or songs which are likely to give offence or cause apprehension amongst particular groups of employees is prohibited.

This commitment includes training managers and all other employees about their rights and responsibilities under the equality policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

- take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities and provides facilities for any employee who believes that they have been treated unfairly within the scope of this policy to raise the matter through the Company Grievance and or Harassment Procedure. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice. Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances relates to a protected characteristic – is a criminal offence.
- will publish this policy throughout the Company and elsewhere as is from time to time appropriate.

### **Recruitment and Recruitment Advertising**

We strive to employ a diverse workforce as we believe this will benefit both the Company and all employees and will take whatever steps are appropriate to achieve this in our recruitment and selection processes.

Every effort will be made to attract applications from all sections of society and to ensure fair and consistent treatment throughout the recruitment process, in accordance with the Company's obligations under the Fair Employment and Treatment (Northern Ireland) Order 1998, and the Equality Act 2010 (England, Wales and Scotland).

Wherever practical, job vacancies will be open to all applicants and equal consideration will be given to all suitably qualified and experienced applicants. Vacancies will include only relevant and non-discriminatory candidate specification. The most suitable people are selected for jobs with regard to attributes, experience and qualifications.

Where there are candidates with equal ability and one is from an under-represented group with a protected characteristic within the Company, the Company may select that applicant.

No one will be discriminated against, directly or indirectly, at any stage of the recruitment process. Efforts are made to forge links with the local community in order to draw upon the best people available in any particular area. Job advertisements should encourage applications from all suitably qualified and experienced people, including those who may be under represented in society.

Recruitment publicity shows that the Company offers opportunities at all levels to people regardless of their protected characteristics and does not stereotype people.

If there is a genuine and lawful reason for limiting the vacancy to a particular group, this will be clearly stated. The Company retains the discretion to invite applications from individuals whose jobs might be at risk of redundancy or who are being deployed for health or disability reasons before advertising any posts more widely.

### **Training**

Appropriate training will be offered to all employees to enable them to learn and develop their knowledge and skills so they can further their careers within the Company.

Where job related training and development opportunities are available, they shall be open to all full and part time permanent and, where appropriate, temporary employees. Managers should ensure that the importance of equality

and diversity issues are communicated to employees. Training courses and materials will be reviewed periodically to ensure they reflect this policy.

The request, take-up and satisfactory completion of training courses will be monitored and any imbalances in respect of equality and diversity issues investigated and addressed. All training materials will be adapted, where appropriate, to ensure that, so far as is reasonable, no one is put at a disadvantage as a result of a protected characteristic.

### **Career development**

The Company is committed to an individual's development needs and career aspirations and providing opportunities to develop their potential.

Promotion is based upon personal merit and the skills and abilities required appropriate for the job regardless of a person's protected characteristics or whether they are part time or on a fixed term contract.

### **Complaints**


The Company recognises that employees have the right to complain about discrimination and harassment should it occur. The Company has established an internal grievance procedure to deal with such complaints

In addition to the Company's internal procedures, employees have the right to pursue complaints of discrimination to an industrial tribunal or the fair employment tribunal under the anti-discrimination legislation. However employees wishing to make a complaint to a tribunal will normally be required to raise their complaint under the Company's internal grievance procedure first.

### **Review**

The Senior Management Team will monitor and review this policy regularly.

Signed:

  
Hugh McCann  
Managing Director

Reviewed:

Last Reviewed:  
Next Review:

12 January 2026  
11 January 2025  
January 2027