

martin & hamilton (m&h) is an award-winning construction company based in Ballymena. The business operations at head office and the construction sites are conducted in accordance with all relevant human rights & employment laws & standards and in adherence with the ethical & social values that form an important part of our organisational values.

m&h are committed to encouraging equality, diversity and inclusion(EDI) among all employees and site teams. This means that we will make good faith efforts to comply with the spirit and letter of the equality and diversity laws. The organisation is also committed to putting in place measures to prevent unlawful discrimination of employees, customers and suppliers.

## Introduction

The policy's purpose is to:

- Provide equality, fairness and respect for all in our employment, whether temporary, part time or full time
- Not unlawfully discriminate because of the Equality Act 2010 protected characteristics including sex or gender reassignment, marital or civil partnership status, pregnancy/maternity leave, religious belief or political opinion, race (including colour, nationality, ethnic or national origins), disability, sexual orientation or age

We will endeavour to ensure that our workplace and our employment policies and practices do not unreasonably exclude or disadvantage those of our job applicants and employees who have disabilities. To this end we will comply with the duty to make reasonable adjustments in relation to such persons. We note that a failure to comply with that duty would be an act of unlawful discrimination.

## Employees' Rights

m&h are committed to equality of opportunity, diversity and inclusion in our operations as outlined in our Employee Handbook. We aim to create a culture in m&h that is open, inclusive and representative of the society in which we live and work. It is our intent that every person should be able to fulfil their potential at work.

Our employees have a right to work in a good and harmonious environment that is free from discrimination and harassment and to complain about such behaviour should it occur. Employees who believe they have suffered any form of discrimination, harassment or victimisation are encouraged to raise the matter through the grievance procedure. All complaints of discrimination will be dealt with seriously, promptly and confidentially. If substantiated, it will render the alleged harasser liable to disciplinary action up to and including dismissal. Employees who make complaints of discrimination and harassment, and others who give evidence or information in connection with

such complaints, will not be victimised (i.e. they will not be discriminated or harassed in retaliation for their actions). Victimisation is also discrimination contrary to the equality laws and this policy.

m&h are committed to:

- Encouraging equality, diversity and inclusion in the workplace
- Creating a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, where individual differences and the contributions of all staff are recognised and valued
- Preventing occurrences of unlawful discrimination, harassment and victimisation
- Complying with our own EDI Policy
- Taking lawful affirmative action where appropriate
- Regarding all breaches of this policy as misconduct which may give rise to disciplinary proceedings

## Implementation

We expect all employees to abide by this policy to help create the environment based on equality, diversity and inclusion which is its objective.

In order to implement this policy, we shall:

- Communicate the policy directly to all employees, applicants and relevant others
- Provide training and guidance as appropriate
- Ensure non-discriminatory selection techniques at recruitment exercises
- Obtain commitments from supply chain that they will comply with the policy in their dealings with us
- Ensure that adequate resources are available to fulfil the objectives of this policy
- Take affirmative action in the event of a complaint being raised, review the effectiveness of this EDI Policy and where issues are identified, take remedial action

## Employees' Responsibilities

All m&h employees must comply with this policy to treat others with dignity and respect and to not commit any acts of unlawful discrimination or harassment against any other person (such as co-workers, job applicants or any other person during the course of m&h work). Such behaviour will not be permitted or condoned. It will be treated as misconduct which may warrant dismissal from employment.

Procedures are in place to raise awareness and to support employees to discourage discrimination and harassment. Employees are encouraged to make it clear that they find such behaviour unacceptable and to support co-workers if such treatment does occur. Any employee who is aware of any incident of discrimination and harassment should alert management to enable it to be dealt with appropriately.

## Employer's Responsibilities

We are committed to continually make good faith efforts to implement this policy.

We will:

- Fulfil our legal obligations and comply with our own EDI Policy
- Communicate the policy directly to all employees, applicants and relevant others by display on the company website & site noticeboards
- Provide training and guidance as appropriate
- Ensure that all complaints of discrimination and harassment are dealt with promptly, seriously and confidentially and in accordance with our internal grievance procedure
- Set a good example by treating employees with fairness, dignity and respect
- Be alert to unacceptable behaviour and take appropriate action, including disciplinary action where needed, to stop it
- Review employment practices and procedures where necessary to ensure fairness, and update in line with changes in the law

We understand that concerns may be raised in good faith that may not turn out to be true or capable of being substantiated. However, if the procedure has not been invoked in good faith, then the employee who raised the issue may be liable to disciplinary action up to and including dismissal.

This policy statement and commitment to equality, diversity and inclusion is fully supported by the directors. We commit to an ongoing review of this policy and of the performance of our operations regarding fostering equality, diversity and inclusion in our organisation.



David A Hamilton  
Managing Director  
15<sup>th</sup> February 2022

*This policy is available to the public. For further information please contact Head Office.  
Tel: 028 2565 3672 Web: [www.martinandhamilton.com](http://www.martinandhamilton.com)*