

Western Building Systems will take positive action to prevent discrimination against anyone on the grounds of race, religion, creed, colour, national and ethnic origin, political beliefs, gender, sexual orientation, age, disability (including mental illness), HIV status, marital status, responsibility for dependants, geographical area, social class, income level or criminal record. Western Building Systems is committed to a Policy of Equality of Opportunity which respects the identity, rights and value of each individual. Western Building Systems is positively committed to oppose all direct and indirect discrimination in the Company.

Western Building Systems will:

- Challenge discrimination and lack of opportunity in its own policies and practice and will encourage other supply chain members, organisations and individuals to do the same.
- Aim to create a culture that respects and values each others' differences and recognises that difference/diversity is a great asset to the Company .
- Ensure all Employees and Sub- Contractors and Suppliers will be made aware of the objectives within this policy.

Diversity amongst Employees will be valued and individual skills will be promoted and utilised.

- The same opportunities for involvement and development will be provided for every member of Staff with regards to training, promotion and reward
- The differing needs of individual Staff members will be taken into account when booking venues and arranging the dates and times for meetings. Meetings will be arranged so that as many people as possible have the opportunity to attend and to gain access to a venue.
- Training will be provided to ensure that all Staff are aware of the rights and responsibilities under the equality and diversity policy

Employees have a responsibility to report all incidents of harassment or discrimination or bullying to the Management of Western Building Systems

- Incidents of discrimination or harassment will be treated seriously by the Company and dealt with fairly
- The Company will seek to put in place an adequate system or procedures in order to deal with any form of harassment, unfair discrimination, incidents or complaints.

### **What is discrimination?**

Discrimination is a situation where anyone feels disadvantaged as a result of any action, intentions, policies or procedures and fall into one of the categories set out above.

### **Senior Responsible Officer/Working Group**

Whilst it is the responsibility of every staff member to address any instances of actual or perceived discrimination. **Declan McCloskey** will take responsibility for implementing and making staff aware of the policy. Declan will chair a group consisting of:-

- An independent HR Consultant
- An employee from the factory
- An employee from Construction Division
- An office based employee

The key role of the committee will be to complete an investigatory meeting following any claims of discrimination and report to the Managing Director who with the committee will determine what action should be taken. This may involve revision of policies or procedures, disciplinary action or additional training and support.

The committee will meet quarterly and review the Equality & Diversity Policy and review the degree to which all staff is aware of the policy. In addition any instances of actual or perceived discrimination will be reviewed.

### **Training**

All employees are trained on the Equality and Diversity Policy during induction and for those employees who were recruited before the policy was introduced a one day training session was provided. Updates on the policy are communicated through the monthly staff briefing sessions and the quarterly Company News Sheet, Western News.

### **Monitoring**

Western Building Systems maintains a record of all employees which has been designed by the Fair Employment Commission and which invites employees and potential employees to voluntarily self-register and provide details relating to race, nationality, ethnic origin, colour, sex, sexual orientation, marital status, disability and age. This information is retained by the Monitoring Officer and is used only in the compilation of reports.

### **Implementation**

The implementation of the policy will be the responsibility of every staff member. However, Declan McCloskey as the Senior Responsible Officer will have specific responsibility for ensuring that all company policies and procedures are equality proofed. These policies are:-

- Recruitment and Selection
- Staff Training and Development
- Promotion
- Disciplinary/Grievance Procedures
- Complaints Procedure
- Communication

- Remuneration and Reward Systems
- Overtime – additional working
- Resignations, Redundancies & Dismissals
- Harassment & Bullying
- Work Life Balance

Signed SRO:



Declan McCloskey