



## Equal Opportunities & Diversity Policy

### A) STATEMENT OF POLICY

1. Adman Ltd are an Equal Opportunities Employer and management are committed to the objectives and full implementation of this Policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.
2. The aim of the policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of gender, race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability and having or not having dependents.
3. Adman Ltd is opposed to all forms of unlawful and unfair discrimination. All full-time and part-time employees, current and potential, and all job applicants will be treated fairly and selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.
4. The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.
5. The Policy will be communicated to all employees through Induction training and the policy is included in the Employee Handbook.
6. The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.
7. We will maintain a neutral working environment in which no employee or worker feels under threat or intimidated. This means that the display of flags, emblems, posters, graffiti or the circulation of materials or the articulation of slogans and songs which are likely to give offence or cause apprehension amongst particular groups of employees is prohibited.

### B) TRAINING AND PROMOTION

1. Senior staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions.
2. All promotion will be in line with this policy.

### C) MONITORING

1. We will maintain and review the workforce composition in line with the Equality Commission Northern Ireland, in order to monitor the progress of this policy.
2. The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

Any queries regarding this policy or in relation to equal opportunities, please contact the HR Manager

Signed

Date: 01/04/2022

*Martin Grimes*

Martin Grimes – Director

*Adrian McCrory*

Adrian McCrory - Director