



Diversity & Equality Policy

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CONTRACTING LTD

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DIVERSITY AND EQUALITY POLICY

Our policy

The purpose of this policy is to provide diversity and equality to all in employment, irrespective of their gender, race, ethnic origin, disability, age, nationality, national origin, sexuality, religion or belief, marital status and social class. We oppose all forms of unlawful and unfair discrimination.

All employees, whether part time, full time or temporary, will be treated fairly and equally.

Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.

All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

Our commitment:

- ◆ Every employee is entitled to a working environment which promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- ◆ The commitment to diversity and equality in the workplace is good management practice and makes sound business sense.
- ◆ Breaches of our diversity and equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- ◆ This policy is fully supported by senior management and employee representatives
- ◆ The policy will be monitored and reviewed annually.

Implementation:

- ◆ Pregnancy – We will undertake a risk assessment of work process, conditions or physical, biological or chemical agents to ensure health and safety of the member of staff and that of the child. The Company can only do this once notified of the pregnancy, subsequently confirmed by a certificate from a registered medical practitioner or midwife.
- ◆ Nursing Mothers – Where staff have returned to work after having a child the Company will ensure that adequate rest breaks are taken if they are a nursing mother. Breaks should be arranged with Management if required.
- ◆ Young Persons - Young workers are particularly at risk because of their lack of experience and awareness of existing or potential risks, their immaturity, vulnerability and inexperience put them at higher risk. Unless a specific and approved course of training has been completed and they are deemed competent to operate, then dangerous machinery must prohibited from use / not be operated by them. The remaining risks involved in tasks, which may be undertaken by Young Persons, will be assessed and information provided to young persons, in particular regarding work activities they must not undertake.
- ◆ Disabled Persons - The Company will not discriminate against disabled persons and when employed, risk assessments and method statements will take into account any additional Health & Safety needs of these persons. Particular attention will be given to ensuring safe means of access to and egress from workplaces and action in emergencies to protect such persons.
- ◆ Bullying, Violence, Racist, Sexist and Derogatory Actions or Remarks -The Company aim to foster good working relationships between all its employees and encourages a sense of humour to enhance morale and to encourage all employees to take care of their own safety and that of others.
- ◆ Harmless jokes and friendly banter does not fall within this category or minor arguments between two persons or employees receiving disciplinary action against them.
- ◆ The policy of this Company is not to tolerate any bullying, violence, threatening behaviour, racist, sexist and any action or remark that is derogatory to any person. Horseplay and initiation tests are hurtful, dangerous and humiliating. Disciplinary action in accordance with current Employment, Safety and other relevant legislation will be taken against any individual organising or participating in any such activities. Employees who feel they are being subjected to any such treatment are encouraged to contact any member of management to whom they can relate

and with whom they feel comfortable. Where possible all such complaints will remain in the strictest of confidence save for any investigation to ascertain the allegations and undertake the appropriate action.

- ◆ Stress - Stress provides motivation and achievement. However if staff become over-stressed a range of medical symptoms may appear together with low performance, irritability and depression etc. Stress can be caused by one or more environmental factors such as noise, heat, humidity, cold or lighting as well as work relationships, workloads and tight deadlines, where routine tasks may appear to be a major problem. It is Company Policy to address all stress related issues to ensure the health, safety and welfare of its employees and staff will be encouraged to contact the Directors or any member of management who they feel comfortable with. Any such consultation will be kept in the strictest of confidence.
- ◆ Working Time - All employees have rights relating to working time, rest breaks, daily and weekly rest periods and paid annual leave Where it may become necessary for any person to work time in excess of the average of 48 hours as averaged over a reference period of 17 or 26 weeks, the Company will seek to enter into a personal agreement with them subject to the Regulations that apply.
- ◆ Non English Speaking Employees & Contractors - The company will ensure that non-English speaking employees or contractors are given suitable health and safety information by using a translator or will have written information translated into their language. The company will endeavour to ensure they fully understand their responsibilities, site rules and the precautions to take to keep themselves and others who may be affected by their acts or omissions safe.

The law

This policy will be implemented within the framework of the relevant legislation, which includes:

- ◆ Equality Act 2010
- ◆ Equal Pay Act 1970 (Equal Value Amendment 1984)
- ◆ Rehabilitation of Offenders Act 1974
- ◆ Sex Discrimination Act 1975 (Gender Reassignment Regulations 1999)
- ◆ Race Relations Act 1976
- ◆ Disability Discrimination Act 1995
- ◆ The Protection from Harassment Act 1997
- ◆ Race Relations (Amendment) Act 2000
- ◆ Race Relations Act 1976 (Amendment) Regulations 2003
- ◆ Employment Equality (Sexual Orientation) Regulations 2003
- ◆ Employment Equality (Religion or Belief) Regulations 2003
- ◆ Disability Discrimination Act 2005
- ◆ Employment Equality (Age) Regulations 2006

Signed



Andrew Thackray
Managing Director

03/04/2025