



**McCarthy's**  
Inspiring Spaces....



DESIGN



BUILD



INTERIORS



MOTOR RETAIL



FRAMEWORK



HEALTH & SAFETY  
AND ENVIRONMENTAL



## Diversity and Equalities Policy

### Introduction

This policy aims to outline McCarthy's commitment to ensuring equality of opportunity and equal treatment for staff, customers and sub-contractors in terms of employment and access to services; and to provide guidance on anti-discriminatory practice. This policy is non-contractual.

### Scope

The policy applies to employees directly employed by McCarthy's to workers employed via agencies, sub-contractors in terms of employment and customers in terms of service provision. The policy applies specifically to discrimination and equality of opportunity in respect of 'protected characteristics' as defined in the Equalities Act:

- (a) Age
- (b) Disability
- (c) Race
- (d) Sex
- (e) Religion or cultural beliefs
- (f) Gender reassignment
- (g) Marital status and civil partnership
- (h) Sexual orientation
- (i) Pregnancy and maternity

The policy applies across the range of employment policies and practice, including those relating to Discipline, Grievance, Harassment and Complaints.

### Responsibilities

McCarthy's values its staff, contractors, workers and customers, and expects them to be treated in a respectful manner. Accordingly, all have a responsibility to treat others with dignity and respect. The Managing Director is responsible for providing advice and guidance on equality and diversity issues, and to ensure the Policy document is kept up to date.

### Aims

As one of McCarthy's core values is "Ethical Behaviour", McCarthy's aims to:

- Promote equality of opportunity
- Celebrate and value diversity
- Eliminate unlawful direct and indirect discrimination

McCarthy's will provide equality of opportunity and equal treatment as an integral part of good practice. The organisation is committed to a working environment in which the contribution and needs of everyone are fully valued and recognised. We will support our staff, workers and contractors in not tolerating any inappropriate, violent or abusive behaviour from colleagues, other organisations or customers.



DESIGN



BUILD



INTERIORS



MOTOR RETAIL



FRAMEWORK



HEALTH & SAFETY  
AND ENVIRONMENTAL



### General purpose

McCarthy's practices will ensure that staff, workers and customers will not be discriminated against on any grounds including age, disability, race, sex, religion or cultural beliefs, gender reassignment, marital status and civil partnership, sexual orientation, pregnancy and maternity.

McCarthy's commitment to anti-discriminatory practice relates to all kinds of discrimination, as set out below:

- Direct discrimination - where someone is treated less favourably than another because they have a protected characteristic
- Indirect discrimination – when a requirement or a condition is applied which has a detrimental effect on a particular group or individual. This applies even if there was not a deliberate intention to discriminate.
- Associative discrimination – direct discrimination against someone because they associate with another person who has a protected characteristic.
- Perceptive discrimination - direct discrimination against someone because others think they have a protected characteristic even if they do not possess that characteristic.
- Harassment – unwanted conduct related to a protected characteristic which violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for them. This applies even if the conduct is not directed at the individual or if they do not have the protected characteristic.
- Third party harassment – potential liability for the harassment of staff by others such as clients or customers.
- Victimisation – when someone is treated badly because they have made or supported a complaint under the Equalities Act or it is thought that they have done so.

### Employment Practices

McCarthy's aim is to promote equality and diversity as an employer and to ensure that no job applicant or employee receives less favourable treatment or is disadvantaged by conditions or requirements that cannot be shown to be justifiable in the context of the policy. Selection, recruitment, training, promotion and employment practices will be subject to regular review to ensure that they comply with the Diversity and Equalities Policy. All training opportunities will be published widely to all appropriate employees and not in such a way to exclude particular groups. McCarthy's regards discrimination, abuse, harassment, victimisation or bullying of staff, customers or others in the course of work as disciplinary offences that could be regarded as gross misconduct.

### McCarthy's as Service Provider

In developing its services, McCarthy's will seek to ensure access to its customers, this will include, wherever practicable, making specific access arrangements for its customers with disabilities or learning difficulties, or any other protected characteristic which may apply, such as religion and belief. McCarthy's will attempt to ensure that none of its policies discriminate directly or indirectly against any group or individual.

### Data Collection

McCarthy's complies with the requirement of the Data Protection Act. Any data, either qualitative and or quantitative, required in order to monitor the requirements or the impact of the Equalities Act, will be collected where it is reasonable, proportionate and practical to do so. Any such requirements will be notified to McCarthy's customers and will follow a common data format.

This policy will be reviewed on an on-going basis and amended in line with new developments in Equality and Diversity best practice.

McCarthy's fully supports the principle of equality and diversity. We aim to encourage, value and manage diversity and we recognise that talent and potential are distributed across the population. Not only are there moral and social reasons for promoting equality of opportunity, it is in the best interest of this organisation to recruit and develop the best people for our jobs from as wide and diverse a pool of talent as possible.





**McCarthy's**  
Inspiring Spaces....



DESIGN



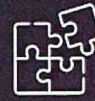
BUILD



INTERIORS



MOTOR RETAIL



FRAMEWORK



HEALTH & SAFETY  
AND ENVIRONMENTAL



McCarthy's recognises that certain groups and individuals in society are oppressed and disadvantaged due to discrimination directed against them. We aim to remove any barriers, bias or discrimination that prevents individuals or groups from realising their potential and contributing fully to our organisation's performance and to develop an organisational culture that positively values diversity.

Discrimination operates through commonly held assumptions and prejudices, which are reinforced by laws, rules and customs. This makes discrimination appear normal and inevitable. Discrimination works by stereotyping people into different roles, by treating some people worse than others, or simply by ignoring them.

McCarthy's is committed to opposing all forms of discrimination including that based on protected characteristics such as age, disability, gender reassignment, race (including colour, nationality, and ethnic or national origins), religion or belief, sex, sexual orientation, marriage or civil partnership, pregnancy and maternity. This list is not exhaustive.

Discrimination can be direct, associative, perceptive, indirect, harassment (including by 3<sup>rd</sup> parties) or victimisation. All forms of discrimination are unacceptable, regardless of whether there was any intention to discriminate or not. Employees have a duty to co-operate with McCarthy's to ensure that this policy is effective in ensuring equal opportunities and in preventing discrimination. Employees should draw the attention of their line manager to suspected discriminatory acts or practices or cases of bullying or harassment.

McCarthy's recognises that the promotion of equal opportunities requires more than passive opposition to discrimination; we are therefore committed to taking positive action towards equality of opportunity. We further recognise that the limited resources and the operational needs of the organisation may impose justifiable restrictions upon our ability to take such action. However, we will undertake regular monitoring and review the effectiveness of this Policy.

### Legislation

We will take all reasonable steps to ensure that we and our staff do not unlawfully discriminate under the following current legislation:

- (j) the Rehabilitation of Offenders Act
- (k) the Employment Rights Act
- (l) the Human Rights Act
- (m) the Part-Time Workers (Prevention of Less Favourable Treatment) Regulations
- (n) the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations
- (o) the Civil Partnership Act
- (p) the Work and Families Act
- (q) the Equality Act
- (r) Race Relations Act
- (s) Disability Equality Duty
- (t) Gender Equality Duty
- (u) Racial equality code of practice for employment
- (v) Sex discrimination Act
- (w) Equal Pay Act
- (x) Disability Discrimination Act (DDA)
- (y) any other relevant legislation in force from time to time relating to discrimination in employment and the provision of goods, facilities or services.

### Equal Opportunities Policy Implementation:

- i) McCarthy's is committed to promotion of equal opportunities in all aspects of our work including management, employment practices with both paid workers and volunteers, access to services and service provision.



**McCarthy's**  
Inspiring Spaces....



DESIGN



BUILD



INTERIORS



MOTOR RETAIL



FRAMEWORK



HEALTH & SAFETY  
AND ENVIRONMENTAL



McCarthy's Equality Mission Statement is:

*McCarthy's are committed to the removal of barriers to create an inclusive environment which values diversity as an essential part of the Company's development and success.*

- ii) The Board shall ensure that it acts in such a way that no individual or group referred to in this policy is discriminated against, in particular:
  - by making arrangements to accommodate the needs of the Board and staff including travel and care costs;
  - by providing information in a way that is accessible, for example, large print, community languages etc.;
  - by meeting in premises with facilities which are physically accessible to those participating;
  - by making training in discrimination awareness and equal opportunities available to all members of the Board and staff.
- iii) The recruitment of staff shall be undertaken in accordance with this policy, in particular:
  - by ensuring that posts are advertised in such a way as to encourage applications from groups experiencing discrimination;
  - by preparing job descriptions which clearly set out what the worker is to do, and person specifications which recognise that relevant experience can be as valuable as qualifications or previous paid employment;
  - by ensuring that in all selection procedures only factors relevant to the requirements of the post are taken into account, and that the spirit of the policy statement is adhered to;
  - a copy of this policy is to be sent to prospective applicants for all posts.
- iv) The employment of staff shall be undertaken in accordance with this policy, in particular:
  - by providing training relevant to the needs of staff and designed to enable them to carry out their jobs;
  - by ensuring that any staff member who, in the course of their work, displays attitudes contrary to this policy to any person whether by word, behaviour or other manner shall be liable to disciplinary action;
  - by recognising and responding to the individual needs of staff, especially those who are carers or who have disabilities, and ensuring that, within available resources, the necessary support is provided to enable them to work effectively.

#### Members Needs

In every aspect of the planning, management, access, provision and monitoring of services, the Board and staff shall seek to promote equality of opportunity in accordance with this policy, in particular:

- by seeking to identify and respond to the needs of those groups experiencing discrimination, altering priorities and methods of service delivery where necessary;
- by liaison and consultation with relevant groups and by regular analysis of the user profiles, to monitor the extent to which services are being taken up by groups experiencing discrimination through the Quality Management System

#### Dealing with third parties

McCarthy's will not unlawfully discriminate in dealings with third parties.

#### Training

The Managing Director will ensure that all new employees will receive induction on the policy. McCarthy's will provide on-going Equalities training for all staff, on an annual basis and this shall be documented in the individual Training Plans/Records.

#### Review

The Board shall regularly monitor and evaluate the effectiveness of this policy in achieving the stated aims. This process shall be undertaken at least annually, shall include the review of each component of the policy, and shall aim to seek the views of organisations representing the interests of those groups referred to in this policy.





**McCarthy's**  
Inspiring Spaces....



DESIGN



BUILD



INTERIORS



MOTOR RETAIL



FRAMEWORK



HEALTH & SAFETY  
AND ENVIRONMENTAL



### Complaints and Sanctions

McCarthy's will treat seriously any complaints of unlawful discrimination on any of the stated grounds made by staff, clients or other third parties and will take action where appropriate.

All complaints made by external parties will be investigated in accordance with McCarthy's Complaints Procedure and the complainant will be informed of the outcome.

In the event of an investigation concerning a complaint against an employee, McCarthy's Grievance Policy and Procedures will be followed and any action necessary dealt with under McCarthy's Disciplinary Procedure.

Complaints will be monitored at least annually, and any outcomes/action recorded.

Signed:

**Steve McCarthy**  
Managing Director

Last Review Date: 06<sup>th</sup> January 2023

Last Amended Date: 7<sup>th</sup> October 2014

Reviewed Annually

