	Document Title	Equality, Diversity & Inclusion Policy		
	Doc. Number	GEN-POL-003	Doc. Owner	General Manager
	Author	Angela Byrne	Revision	Rev. 05
	Reviewed by	Angela Byrne	Approved by	Fiona Spillane
	Next Review Date	16/05/2024	Approved Date	16/05/2023

1. Policy Statement

Equal opportunity, diversity and inclusion are cornerstones of Shorcontrol Safety’s culture. At Shorcontrol Safety we believe that all people deserve equal opportunities regardless of gender, ethnic background, age, religion, disability, and individual capabilities. We embrace equal opportunities, diversity, and inclusion as we believe that it positively influences employee satisfaction and ultimately our success. We are committed to promoting equality, diversity, and inclusion in all aspects of our business activities: employment, education, and service provision.

At Shorcontrol Safety all employees, learners, contractors, and those working on behalf of the company are treated solely on their merits, abilities and potential, regardless of their Gender, Family status, Civil status, Sexual orientation, Age, Disability, Religion, Ethnicity, and membership of the traveller community or any other irrelevant distinction.

Shorcontrol Safety’s strategy to implement this policy includes awareness training for all managers and employees, creating an inclusive working environment, and expanding external collaborations where possible. Further appropriate actions regarding the successful implementation of this policy will be identified and implemented on an ongoing basis.

2. Purpose

The purpose of this policy is to clearly identify how Shorcontrol Safety ensure that in carrying out its business activities, will have due regard in promoting equality of opportunity, encouraging good relations between people of diverse backgrounds, forbidding of unlawful discrimination, sexual harassment, bullying and victimisation in the workplace.

3. Scope


The scope of this policy aims to comply with:

- Employment Equality Act 1998-2015,
- National Disability Authority Act 1999,
- Equal Status Act 2000-2018,
- EU directives; Framework, Gender, and Race Directives,

and is applicable to all internal processes, all members of Shorcontrol Safety Staff, Tutors, Learners, Subcontractors and Visitors.

4. Definitions

Terms	Definitions
Equality	Where all members of a society or group have the same status, rights, opportunities, responsibilities and are treated fairly within the company regardless of age, gender, civil status, disability, religion, sexual orientation, race, ethnic association.
Discrimination	Where a person/(s) are treated less favourably than others in a comparable situation because they differ under any of the following grounds: age, gender, civil status, disability, religion, sexual orientation, race, or ethnic association. Types of discrimination include Direct, Indirect, Instructing and Association Discrimination

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Diversity	Where there is a workforce intentionally comprised of individuals with a range of characteristics, including gender, race, age, ethnicity, religion, education, sexual orientation, and other attributes.
Inclusion	The culture of the company is one where a diverse mix of people can come to work, feel comfortable and confident of being their authentic selves and work in a way that suits their needs while delivering the needs of the business.
Bullying	Repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another, at the workplace and/or during the course of employment, which could reasonably be regarded as undermining the individuals right to dignity at work.
Protected Characteristics/ Nine Equality Grounds	Gender, Family status, Civil status, Sexual orientation, Age, Disability, Religion, Ethnicity, and membership of the traveller community.

5. General Policy Requirements

5.1 Human Rights

At Shorcontrol Safety, we support compliance to internationally recognised human rights. Our policy is to respect equal treatment and the need to provide fair employment opportunities regardless of protected personal characteristics. We believe that a diverse and multi-cultural workplace provides a respectful working environment where our employees and learners feel safe and welcome while enjoying opportunities for personal and professional growth.

5.2 Children's Rights


At Shorcontrol Safety, we condemn child labour and respect the rights of children to educate, rest and play. We respect all applicable international and local laws and regulations regarding minimum age for admission to employment or work.

5.3 Freely Chosen Employment

At Shorcontrol Safety, we reject all forms of forced or compulsory labour, such as prison labour, debt bondage, slavery, or trafficking. We will not enter business arrangements with suppliers, recruiters or staffing/recruitment agencies who utilise forced labour. We respect the principle of freely chosen employment.

5.4 Protection from Harassment, Discrimination, Bullying, Victimisation & Violence

At Shorcontrol Safety, we will not tolerate harassment, bullying or discrimination in our workplace on any basis included but not limited to race, nationality or ethnic association, gender, religion, sexual orientation, disability, or any other protected personal characteristics. We furthermore prohibit workplace violence and bullying of any kind, and strive to promote a fair and respectful workplace, free from favouritism, physical, sexual, psychological, or verbal abuse.

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5.5 Health & Safety

At Shorcontrol Safety, we aim to maintain a safe and healthy workplace that complies with national standards for Occupational Safety and Health. As part of our business development plan, we aim to obtain national accreditation and certification for maintained compliance to such. We are committed to continuous improvement in this area by implementing a process of comprehensive facility audits and inspections.

5.6 Fair Working Conditions

At Shorcontrol Safety, we recognise the right of our employees to appropriate rest and leisure time. We provide reasonable hours of work within applicable industry practises that safeguard the health and well-being of our employees. We strive to comply with or exceed the requirements of all applicable laws and regulations with respect to hours or work, break times, holidays, and overtime.

5.7 Non-discriminatory Compensation Practices

At Shorcontrol Safety, we are committed to providing our employees with competitive wages and benefits that reflect the need for internal fairness, as well as external competitiveness within the industry and local labour markets where we conduct business. This includes compensating employees on the basis of objective and non-discriminatory criteria, such as skills and ability, qualifications, job performance and length of service. Our compensation practise conforms to national laws and regulations including various contractual, labour agreement and tariff requirements. We furthermore support the principle of equal remuneration without discrimination based on gender or any other protected characteristics.

5.8 Non-discriminatory Job Posting & Advertising


At Shorcontrol Safety, we ensure that job postings and advertisements do not directly or indirectly exclude any potential applicant or include any necessary requirements that would unfairly exclude an applicant in relation to age, gender, civil status, disability, religion, sexual orientation, race, ethnic association.

5.9 Non-discriminatory Training Programme Development

At Shorcontrol Safety, we aim to ensure that all our training programmes are developed in adherence to this policy. Considerations shall be made when designing a program to ensure learning styles and cultural backgrounds are recognised and not discriminated against. Where reasonably practicable content and language of all written information including training and assessment materials are non-discriminatory and free from social and/or racial bias or stereo-typical wording. Materials are monitored for the use of potentially discriminatory language and bias.

5.10 Non-discriminatory Training, Assessment and Qualifications

When undertaking our training, assessments and qualifications, no learner shall be advantaged or disadvantaged. At Shorcontrol Safety, we aim to ensure every learner is assessed according to their own capability prior to training, assessment, and qualification. When requested and where reasonably

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practicable training, assessment and qualification of learners can be provided in diverse languages and geographical locations. Training, assessment, and qualifications are offered to learners who can achieve the required standards and free from unnecessary barriers that restrict access and progression.

5.11 Breach or Violation of Policy

Those individuals who believe that they have been bullied or discriminated against in any way at Shorcontrol Safety, may wish to raise the problem informally with the person responsible. In this case, explain the situation and how it has made you feel. It can be helpful to describe the event so that the other person is clear about your concerns. Use this opportunity to ask the other person to stop their behaviour.

Alternatively, should you feel that the informal route is not appropriate, or has been unsuccessful, you are encouraged to formally report such behaviour to a member of staff.

All reported concerns will be handled confidentially, will be investigated and the outcome will be made known to the individuals involved. The outcome of such investigations will be decided upon by a member of upper management.

Any breaches or violations of this policy shall be dealt with in accordance with our internal disciplinary procedure.

Anyone who makes a complaint or who participates in good faith in any investigation, shall not suffer any form of retaliation or victimisation as a result. However, making a false allegation deliberately and in bad faith shall be treated as misconduct and be dealt with in accordance with our internal disciplinary procedure.


5.12 Monitoring of Policy

At Shorcontrol Safety, we are committed to upholding and promoting equal opportunity throughout all aspects of our business and to treating all people with dignity and respect, valuing the diversity of everyone. We are committed to eliminating all forms of discrimination and tackling social exclusion, inequality, and disadvantage in our workplace.

Monitoring of this policy shall be included within the scope of internal audits and inherent in all aspects of business being audited.

6. Responsibilities

Employee Title/Classification	Responsibility
Directors, Top Management & Senior Management	To ensure the necessary resources are available within the organisation for the implementation of this policy. To ensure the contents of this policy are implemented effectively. To investigate and act upon any breaches or violations which may arise or be reported from individuals citing behaviour related to this policy.
Employees/ Staff/ Instructors/ Sub-contractors	To adhere to the requirements set out in this policy. To report any breaches or violation of this policy to top/senior management for investigation and resolution.

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Learners/ Delegates	To adhere to the requirements set out in this policy. To report any breaches or violation of this policy to instructor/employees/staff for investigation and resolution.
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7. Enforcement

Employee Title/Classification	Responsibility
General Manager	Has the discretion of determining the repercussion on the discovery of any member of staff, tutors, managers, visitors, or subcontractor's unacceptable behaviour related to this policy. Has the discretion of determining the repercussions on the discovery of a manager or assigned responsible personnel's failure to enforce or follow this policy or its procedures.
Managers and Heads of Departments	Has the discretion of determining the repercussions on the discovery of any subordinate or learner's unacceptable behaviour related to this policy.


8. Related Information and Documents

Document ID	Title
External Information	<ul style="list-style-type: none"> • Employment Equality Act 1998-2015, • Equal Status Act 2000-2018 • National Disability Authority Act 1999, • EU directives; Framework, Gender, and Race Directives <p>Further information and resources available at: www.citizensinformation.ie/en/employment/equality_in_the_workplace www.citizensinformation.ie/en/justice/laws_and_rights www.citizensinformation.ie/en/employment/enforcement_and_redress/labour_relations_commission www.citizensinformation.ie/en/employment/enforcement_and_redress/equality_tribunal www.equalityhumanrights.com</p>
GEN-POL-001	Code of Conduct & Ethics Policy
GEN-POL-006	Whistle Blower Protection & Anti-Retaliation Policy
GEN-POL-011	Conflict of Interest Policy
GEN-PRO-007	Staff recruitment, Management, and Development

9. Policy Review

This policy shall be reviewed when:

- There is a change of General Manager at Shorcontrol Safety.
- There is a change in any of the related policies or procedures found in section 8. '*Related Information & Documentation*' of this document.
- As prescribed in Shorcontrol Safety's policy and procedure review schedule.
- As determined or requested by the General Manager at Shorcontrol Safety.

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Revision Date	Author with Title	Description
01/09/2014	John Kelly; Head of Training & Development	Review and update of previous version.
27/11/2019	Adam Romans; Quality Coordinator	Review, update, and format standardisation.
03/02/2023	Angela Byrne; QHSM	Review, update and reformat layout/structure.
16/05/2023	Angela Byrne; QHSM	Policy statement updated 5.10 Non-discriminatory training & qualifications, 5.12 Monitoring of policy.