



Engineering & Project Management

Jenkins Street, Stoke-On-Trent

ST6 4EL

www.hmfconsultants.co.uk

info@hmfconsultants.co.uk

EQUAL OPPORTUNITIES POLICY

Date:	13/06/2022
Reference:	HMF_EOP_062206-v1
Revision:	01
Prepared By:	F Nomani
Approved By:	MD

Prepared For:

**HMF Engineering and Project Management
Consultants Ltd.'s Employees and
Contractors**

Table of Contents

1.	Policy Statement	3
2.	Scope.....	3
3.	Responsibilities	3
4.	Recruitment and Employment.....	3
5.	Training and Development	3
6.	Workplace Adjustments	3
7.	Complaints Procedure	4
8.	Enforcement	4

1. Policy Statement

HMF Engineering and Project Management Consultants Ltd is committed to promoting equal opportunities in employment. This policy is designed to prevent discrimination against employees, job applicants, or any individuals working in the company based on race, gender, age, disability, religion, sexual orientation, marital status, or any other characteristic protected under the Equal Opportunity Act 2004. We strive to create a workplace where diversity is celebrated, and everyone is treated with respect and dignity.

2. Scope

This policy applies to all employees of HMF Engineering and Project Management Consultants Ltd, including full-time, part-time, temporary staff, contractors, and freelancers. It covers all aspects of employment, including recruitment, pay, conditions, promotions, training, and termination.

3. Responsibilities

- **Management** is responsible for implementing this policy and ensuring that all staff understand and comply with its contents. Managers must also ensure that recruitment, promotion, and other employment decisions are made based on merit and without discrimination.
- **Employees** are expected to support this policy and ensure none of their actions violate its principles. Discrimination, harassment, or any other form of inappropriate behaviour should not be tolerated.

4. Recruitment and Employment

Recruitment processes must be fair, efficient, and based strictly on the skills, qualifications, and experiences necessary for the job. Advertisements, job descriptions, and selection criteria must not be discriminatory. Reasonable adjustments will be made to accommodate applicants and employees with disabilities.

5. Training and Development

All employees will have access to training and development opportunities based on their job needs and personal development goals. Decisions regarding training and development will be made objectively and without discrimination.

6. Workplace Adjustments

HMF Engineering and Project Management Consultants Ltd recognizes the importance of creating an accessible and accommodating work environment. Adjustments will be made to help overcome barriers experienced by employees with disabilities or other protected characteristics.

7. Complaints Procedure

Any employee who feels that they have been subject to discrimination can raise their concerns through our formal grievance procedure. Complaints will be treated with confidentiality, seriousness, and respect. Appropriate actions will be taken to investigate and address any issues.

8. Enforcement

Violations of this policy will not be tolerated and may result in disciplinary action, up to and including termination of employment.