



**EQUAL  
OPPORTUNITIES  
POLICY**

**2023**

"UNLOCKING POTENTIAL, EMBRACING  
DIVERSITY: EQUAL OPPORTUNITIES  
FOR ALL"

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## INTRODUCTION:

At DHMS Civils, we are committed to creating an inclusive and diverse workplace where everyone is treated with dignity and respect. We believe that all individuals should have equal access to opportunities and be able to contribute to their full potential. This Equal Opportunities Policy outlines our commitment to promoting equality and fairness in all aspects of employment and sets out the responsibilities of both the company and its employees.

## POLICY STATEMENT:

DHMS Civils is committed to providing equal opportunities for all employees, job applicants, and individuals we engage with, irrespective of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

We will ensure that all employment decisions, including recruitment, selection, training, promotion, and conditions of service, are based on merit, job-related criteria, and individual qualifications and abilities.

Discrimination, harassment, bullying, or victimisation on the basis of any protected characteristic is strictly prohibited and will not be tolerated. Employees found to be in breach of this policy will be subject to disciplinary action, which may include termination of employment.

## RESPONSIBILITIES:

The company will:

- a. Develop and implement fair and transparent recruitment and selection procedures, ensuring that job advertisements and descriptions are unbiased and inclusive.
- b. Provide equal access to training and development opportunities to all employees, based on their individual needs and abilities.
- c. Regularly review and monitor employment policies and practices to identify and address any potential barriers to equal opportunities.
- d. Investigate and address any complaints of discrimination, harassment, or victimisation promptly and in a confidential manner.
- e. Promote a working environment that is free from discrimination, harassment, bullying, or victimisation, and where diversity is celebrated and respected.
- f. Provide reasonable accommodations and support to employees with disabilities or specific needs, where required and within the boundaries of applicable laws and regulations.
- g. Encourage employees to report any incidents of discrimination, harassment, or victimisation and assure them that they will be protected from retaliation.

### MANAGERS AND SUPERVISORS WILL:

- a. Familiarise themselves with this policy and ensure their teams understand and adhere to its principles.
- b. Ensure fair treatment and equal opportunities for all employees under their supervision.
- c. Address any complaints or concerns related to discrimination, harassment, or victimisation in a timely and confidential manner.
- d. Encourage open communication and create an environment where employees feel safe to report incidents or seek support.

### EMPLOYEES WILL:

- a. Treat all colleagues, customers, and individuals we engage with, with respect and dignity.
- b. Refrain from engaging in any form of discrimination, harassment, bullying, or victimisation.
- c. Report any incidents of discrimination, harassment, or victimisation they witness or experience promptly and in accordance with the company's procedures.
- d. Cooperate in any investigations related to potential violations of this policy.

### REVIEW AND MONITORING:

This policy will be regularly reviewed and updated as necessary to ensure its continued effectiveness. We will monitor its implementation, evaluate outcomes, and take appropriate measures to address any identified issues.

### CONCLUSION:

At [Company Name], we believe that fostering an inclusive and diverse workforce is not only a legal obligation but also a strategic advantage. We are committed to promoting equal opportunities, eliminating discrimination, and creating an environment where all employees can thrive and contribute their best. This policy provides the framework for achieving these goals and serves as a guiding document for all individuals associated with our organisation.



**Director**  
**DHMS Civils Ltd.**  
**May 17th 2023**