



# IRISH CONTINENTAL GROUP

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## **1.0 INTRODUCTION**

Employees of ICG bring a range of skills, talents, diverse thinking and experience to the business. ICG is committed to creating a positive working environment whereby all employees inclusive of race, religion, ethnicity, gender, gender reassignment, sexual orientation, family status, age, physical or mental disability, civil status, membership of the Traveller community, and race (including colour, nationality, and ethnic background) are respected, valued and can reach their full potential.

We aim to develop the workforce of ICG which reflects the diversity of ICG service users, and which is strengthened through accommodating and valuing different perspectives, ultimately resulting in improved service-user experience.

We recognise that a “one-size-fits-all” approach to managing people does not achieve fairness and equality of opportunity for everyone. As well as treating people with dignity and respect, ICG strives to create a supportive environment in which all employees can flourish and reach their full potential, regardless of differences, experience or education. Harnessing the wide range of perspectives this diversity brings, promotes innovation and helps make us more creative and competitive.

## **2.0 POLICY PURPOSE**

- 2.1 to provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
- 2.2 to not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation
- 2.3 to oppose and avoid all forms of unlawful discrimination. This includes, recruitment process, in pay and benefits, terms and conditions of employment, managing grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities

## **3.0 THE COMPANY'S COMMITMENT**

- 3.1 For the purpose of this policy the following definitions shall apply: Irish Continental Group plc and its subsidiaries, Irish Ferries Limited (trading as Irish Ferries and Dublin Ferryport Terminals), Eucon Shipping and Transport Limited, Contarga Limited and Belfast Container Terminals (BCT) Limited
- 3.1 ICG has a strong and clear commitment to equality, diversity and inclusion.
- 3.2. It is our policy that all eligible persons shall have equal opportunity for employment and advancement with the Company on the basis of their ability, qualifications and aptitude for the work. Everyone has a right to equality of opportunity and to a good and harmonious working environment and atmosphere where they are treated with dignity and respect.
- 3.3. We aim to provide opportunities for all employees and continue to strive to create an inclusive working environment in which difference is recognised and valued. Bringing together people from diverse backgrounds and giving each person the opportunity to

contribute their skills and experience will help us to respond more effectively to the needs of the people we serve.

- 3.4 We all want to work in a harmonious workplace where we feel valued, respected and included, irrespective of gender, including gender reassignment, marital or civil partnership status, race/ethnic origin, religious belief or political opinion, disability, having or not having dependants, sexual orientation and age.
- 3.5 In order to provide a high-quality service ICG needs to attract, recruit, develop and retain the very best people at all levels.

Our approach is based on three key principles: -

- (i) Equality – we promote equality of opportunity by seeking to remove barriers, eliminating discrimination and ensuring equal opportunity and access for all groups of people.
- (ii) Diversity – we accept each person as an individual. Our success is built on our ability to embrace diversity – and we believe that everyone should feel valued for their contributions. By working together, we will deliver the best possible service for our staff and stakeholders.
- (iii) Inclusion – we create a working culture where differences are not merely accepted but valued; where everyone has the opportunity to develop in a way that is consistent with, and adheres to, ICG’s values of impartiality, honesty, integrity and objectivity. Our aim is to be an organisation where people feel involved, respected and connected to our success.

#### **4.0 POLICY APPLICATION**

4.1. ICG is committed to a policy of promoting equality of opportunity, providing an inclusive workplace and eliminating any unfair treatment or unlawful discrimination. This applies to all employment policies and practices including those relating to:

- Recruitment and selection, including promotion career progression;
- Terms and conditions of employment;
- Working environment;
- Training and development; and
- Redundancy and re-deployment.

4.2 Equal treatment involves much more than simply treating everyone alike; it requires recognition that some groups and individuals have particular and specific requirements that need to be met if they are to enjoy equal access to the opportunities available within the Company.

4.3 Embracing diversity in the workplace means creating an environment in which the contributions of all staff can be valued and supported. We aim to celebrate and value the differences in people, recognising that people come from a wide variety of backgrounds and can be different from one another in many ways. These can include differences that are highlighted in current equality legislation such as race, religion and gender but also include things like individual’s personality, personal interests and lifestyle choices.

- 4.4 People with different backgrounds, skills, attitudes and experiences bring fresh ideas and perceptions. As a diverse organisation ICG seeks to encourage and harness these differences to make our services relevant and accessible.
- 4.5 Inclusion is a state of being valued, respected and supported. It is about focusing on the needs of every individual and ensuring the right conditions are in place for each person to achieve his or her full potential. For ICG this means designing and operating flexible services, practices and procedures that take appropriate account of the needs of employees, customers, and stakeholders.
- 4.6 Our goal is to ensure that these commitments, reinforced by our values of integrity, honesty, objectivity and impartiality, are embedded in our day-to-day working practices with all our colleagues, customers and partners.
- 4.7 A range of policies and procedures are in place to ensure that we have a workforce that reflects the communities it serves, and that staff are valued and respected.
- 4.8 Examples Include:
- (i) Dignity at Work – ICG aims to provide a working environment where everyone is treated with dignity and respect, free from any form of inappropriate behaviour and one in which all employees can give their best. ICG’s ‘Dignity at Work’ Policy is about creating and sustaining a productive working environment for all staff, where discrimination, harassment or violence does not occur and is known to be unacceptable. This policy provides information on what to do should you feel your dignity at work has been affected, and also if you have been accused of offensive behaviour. The policy also highlights the sources of information and assistance which are available for dealing with inappropriate behaviour. There are separate informal and formal procedures for resolving complaints under this policy.
  - (ii) Implementing reasonable adjustments in the workplace –in conjunction with the member of staff, line manager, we will endeavour to identify and meet different work-related needs such as providing physical adaptations or equipment and reviewing working arrangements for people with disabilities.
  - (iii) ‘Hybrid Working Policy- While every effort will be made to accommodate requests for hybrid working arrangements, consideration must also be given to business needs and maintaining service delivery;
  - (iv) Diversity awareness training – Training is arranged on a regular basis for ICG staff. Training reminds staff about important legislation and policies around equality and diversity and being sensitive to cultural and religious needs of staff;
  - (v) Recruitment and selection, including promotion – the principles of equality and diversity are central to making sure that ICG attracts the best candidates for our posts. We must ensure that all methods used to attract and select candidates are justifiable and free from bias and/or prejudice. We will require all staff involved in recruitment to be trained in applying equality and diversity principles in the recruitment process;

- (vi) Monitoring – we will monitor the composition ICG in line with statutory requirements. We will also monitor our recruitment process, from application to employment, to identify barriers.

## **5.0 COMPLAINTS**

- 3.1 Complaints will be treated seriously managed in a confidential, expeditious manner in as far as reasonably practicable. Complaints should follow our Grievance Policy which can be accessed via the Company Intranet.
- 3.2 Employees who make complaints will not be victimised for doing so. Victimisation, if proven, may result in disciplinary action which could result in a sanction of up to and including dismissal
- 3.3 Employees should be made aware that making false allegations, deliberately and in bad faith will be treated as misconduct and will be subject to disciplinary as per the Company's disciplinary and grievance policy.

## **6.0 POLICY AMENDMENTS**

*This policy does not alter or amend employees' contracts of employment or form a part of any such contract of employment. ICG may amend or change this policy from time to time to reflect legislation and to ensure best practice.*

Should you have further queries, or require clarification on any aspect of this policy, please contact the HR department