

Equality, Diversity & Inclusion Policy

1. Policy Statement

This policy applies to the following companies, Glenpatrick Spring Water Company Ltd., Kilkenny Nutritional Beverage Company Ltd., Fenor Pig Farms Ltd., Matthewstown Milling Ltd., Q.K. Cold Stores Ltd., Q.K. Meats Ltd., Irish Dog Foods Ltd., Palco Ltd., Maudlins Security Ltd., TCFG Naas Ltd. (trading as The Culinary Food Group), Queally Pig Slaughtering (trading as Dawn Pork and Bacon), Arrow Trust Ltd.

2. Policy Principle

Our company is made up of a wide range of employees with diverse backgrounds and circumstances. We value this diversity and consider it to be one of our greatest strengths. Diversity brings a wide range of views, promotes innovation, and helps make us more creative and competitive.

We are committed to creating a workplace environment which is supportive and inclusive, and where all employees can flourish and reach their full potential, regardless of differences, experience or education. We treat all employees equally, and with dignity and respect.

3. Eligibility

All directors, officers and employees who are paid through the company payroll whether permanent, temporary or fixed term are included in this policy, agency workers are also included in this policy. All potential employees, and applicants for employment are also included.

4. Definitions

Disability

Disability is defined as:

- a) the total or partial absence of a person's bodily or mental functions, including the absence of a part of a person's body.
- b) the presence in the body of organisms causing, or likely to cause, chronic disease or illness.
- c) the malfunction, malformation, or disfigurement of a part of a person's body.
- d) a condition or malfunction that results in a person learning differently from a person without the condition or malfunction; or
- e) a condition, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment, which results in disturbed behaviour.

Disclosure

When a person with a disability communicates a disability to another person.

Discrimination

This is defined as the treatment of a person in a less favourable way than another person who is, has been or would be treated in a comparable situation on any of the



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following nine grounds: race, religion, age, disability, gender, civil status, family status, sexual orientation, or membership of the Traveller Community.

Discrimination may be unconscious and may not be easy to identify. It may unintentionally result from general assumptions about capabilities, characteristics or interests of groups or individuals which are allowed to influence the treatment of employees or potential employees.

Diversity

Diversity refers to differences between individuals, whether visible or invisible. It means understanding, appreciating, and embracing differences and practicing mutual respect for qualities and experiences which are different from the majority.

Equal Opportunity

Equal opportunities are defined as ensuring that all those who are involved with or wishing to be involved with the Company are provided with opportunity based on their ability or potential to perform the required activity/role.

Equality

Equality is ensuring that one person is not treated less favourably than another in a comparable situation on any of the nine grounds: race, religion, age, disability, gender, civil status, family status, sexual orientation, or membership of the Traveller Community.

Equity

Equity means promoting fairness so that everyone starts from the same place.

Inclusion

Including every employee on equal terms so they feel that they belong, feel they are respected, and feel that they are valued in order to achieve their best.

Neurodiversity

Neurodiversity refers to the diversity or variation in how people think. Everyone has a unique brain and therefore different skills, abilities, and needs. Neurodiversity is the naturally occurring variation in the way the brain works. In the case of autistic people this variation can be in areas such as social communication styles and sensory/information processing.

Neurodivergence

Neurodivergence means that a person's brain works differently from the typical person.

Neurodivergent

Neurodivergent is the term used to describe people who have a neurodivergence. The term 'neurodivergent' can be used to refer to people with autism, ADHD, dyspraxia, dyslexia, or other specific learning differences.



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Reasonable Accommodation

Reasonable accommodation can mean some modification to tasks or the structure of a job or the workplace which allows a qualified employee with a disability to do their job with equal employment opportunities.

5. Equal Treatment

We expect all employees to adhere to this policy. All employees must be treated equally. Every employee should be treated fairly and with dignity and respect at all times.

Fair treatment, respect, inclusion and engagement are the responsibility of every employee. All employees are responsible for their own behaviour, and for conducting themselves at work in line with all policies and procedures, and our Core Behaviours.

As a Company, we do not impose any unjustifiable conditions or requirements on employees or potential employees which would disadvantage them. We provide for equality for all unless there are legitimate or justifiable circumstances for any such condition or requirement.

6. Neurodiversity

Neurodiversity is the idea that every employee experiences and interacts with their environment in different ways. There is no one 'right' way of thinking, learning, and behaving. Neurological differences should be recognised and respected. We encourage all employees to be open about any differences they have in order that the Company can effectively support them.

Every employee deserves the same opportunities, encouragement, and support to realise their full potential. We promote equity and inclusivity.

No employee should be treated differently or less favourably because they disclose a neurodivergence. We are committed to discussing and reviewing reasonable adjustments or access requirements for neurodivergent employees.

7. Disability

We acknowledge that not all employees with disabilities identify with this term, however it is important to include the term within this policy so that employees receive the necessary supports.

Disability can be:

a) Acquired

Acquired disability is a disability which develops during a person's lifetime as a result of an accident or illness.



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b) Invisible

Invisible disabilities refer to disabilities which may not be visible. Invisible disability, or hidden disability is an umbrella term that captures a whole spectrum of disabilities or challenges. They can arise from conditions such as epilepsy, autism, diabetes, acquired brain injuries and some chronic illnesses.

We encourage a culture where employees feel confident to share their disability status in the workplace.

Disclosing a disability is voluntary and it is not required of any employee or potential employee to divulge specific personal information about a disability.

Employees may share details of a disability with their team or team leader/ supervisor or manager to raise awareness but may or may not request supports at that time. Our policy is to develop and sustain positive measures to encourage the recruitment, development and retention of people with disabilities.

8. Procedures

Employees who believe they have suffered discrimination, harassment or victimisation are encouraged to raise matters through the Open Door and Resolving Employee Concerns Policy, or the Dignity at Work policy. Any complaints will be treated seriously and will be dealt with in a sensitive and confidential manner.

9. Responsibilities

Employees

- All employees have a responsibility to promote a working environment where the dignity of all employees is respected.
- All employees must comply with this policy and the Company's Core Behaviours and ensure that their behaviour does not cause offence towards another employee.
- Employees should discourage harassment and bullying by making it clear that they find such behaviour unacceptable and by supporting colleagues who suffer such treatment and are considering making a complaint.
- Employees should inform a manager or supervisor if they have any concerns in relation to the treatment of another employee or employees.
- Employees can choose to disclose if they have a neurodivergent condition or a disability.



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Managers

- Managers must:
 - Take steps to promote awareness of the procedure.
 - Treat all employees fairly, equally and with dignity and respect.
 - Take care to ensure that they do not prejudge situations based on their own attitude or perception.
- Managers have a responsibility to act on any incidents of unacceptable behaviour or conduct.
- Managers should support any employee who discloses that they have a neurodivergent condition or a disability and treat the employee sensitively and the information confidentially.
- Managers should discuss and review any possible reasonable adjustments or access requirements for neurodivergent people or for people with disabilities.

The Company

- The Company will ensure that adequate resources are made available to promote diversity and inclusion in the workplace. This includes communication and training.
- The Company will ensure that policies and procedures are inclusive to all employees.
- The Company will review any possible adjustments or access requirements for neurodivergent people or people with disabilities on a case-by-case basis

10. Exceptions

Exceptions to this policy require the approval of the Group Head of HR.

11. Review Process

The Company reserves the right to review, amend or replace this policy. It will be reviewed on an ongoing basis and any amendments will be advised to employees.

Prepared by:	HR	Date	June 2023
Approved by:	Policies & Procedures Board	Next Review Date	June 2024



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