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## **EQUAL OPPORTUNITIES POLICY STATEMENT**

Dew Construction (Oldham) Ltd is an Equal Opportunity Employer. This policy is aimed at ensuring employees and job applicants receive equal opportunities in employment regardless of gender, race, disability, colour, nationality, ethnic or national origin, marital status, sexual orientation, religion, trade union activity, hours of work or age, up to normal retirement age.

Selection criteria and procedures will be kept under review to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

All employees will be given equal opportunity within the Company's service and will be encouraged to progress within the organisation.

To ensure that direct or indirect discrimination is not occurring, recruitment and other employment decisions will be regularly monitored in conjunction with ethnic records of job applicants and employees.

The directors and divisional managers are committed to a programme of action to ensure the effectiveness of this policy. Employees are encouraged to bring to the attention of the Construction Director areas where existing practices may fall short of the aims of this policy.

### **Procedure**

1. The Group is an Equal Opportunities Employer. Equal opportunity is about good employment practices and efficient use of our most valuable asset, our employees. Every executive manager and employee has personal responsibility for the implementation of the policy. Any instance of doubt about the application of the policy, or other questions, should be addressed to the Construction Director, as should any requests for special training.
2. The Company will not discriminate on grounds of sex, marital status, ethnic origin, colour, nationality, disability or other grounds of discrimination not prohibited by legislation such as sexual orientation, age etc.
3. The policy applies to the advertisement of jobs, recruitment and appointment to them, training, conditions of work, pay and to every other aspect of employment. The policy also applies equally to the treatment of our customers/clients. Staff involved in recruitment in particular should request training if they have any doubt about the application of this policy.
4. Every employee will be made aware of this policy during their initial induction.
5. Employees should note that the imposition of a condition or requirement which has an adverse impact on someone, because his or her sex, race or marital status is more likely to be affected by it, will also be unlawful unless it can be justified on grounds of business need. (By way of example a height requirement of 5'10" will eliminate some men, but proportionately more women, and so be unlawful). In all such situations the Construction Director should be consulted.
6. Employees who are disabled or become disabled in the course of their employment should inform and may also wish to advise the Group of any 'reasonable adjustments' to their employment or working conditions which they consider to be necessary or which they consider would assist them in the performance of their duties. Careful consideration will be given to any proposals of this nature and, where reasonably practicable such adjustments will be made. There may however be circumstances where it will not be reasonable or reasonably practicable such adjustments will be made.

There may however be circumstances where it will not be reasonable or reasonably practicable for the company to accommodate those proposals and where less favourable treatment may be justified in accordance with the statutory provisions.

7. Where an application is received from a disabled person who might otherwise be suitable, the application will not be rejected on the grounds of the disability without first consulting the Construction Director to establish whether aids or adaptations could be made available to enable the disabled person to be employed.
8. Any member of staff may use the grievance procedure to complain about discriminatory conduct. If the matter relates to sexual or racial harassment on the basis of disability then the grievance may be raised directly with the Construction Director. The Company is concerned to ensure that staff feel able to raise such grievances and no individual will be penalised for raising such a grievance unless it is untrue and made in bad faith.
9. Any employee who harasses any other employee on the grounds of race, sex or disability will be subject to the organisation's disciplinary procedure. In serious cases, such behaviour will be deemed to constitute gross misconduct and as such, will result in summary dismissal in the absence of mitigating circumstances.
10. All employees and job applicants will be asked to complete a form denoting their sex, race, ethnic origin and any disabilities. The company guarantees this form will be used for the purpose of monitoring the effectiveness of its equal opportunities policy only.
11. Advertisements for job vacancies will indicate the Group is an Equal Opportunities Employer. Wherever external recruitment is necessary, the services of local Careers Office / Job Centre will be used, where appropriate.
12. Progress of the Equal Opportunities Policy will be reviewed annually together with the methods of advertising vacancies and selection procedures and techniques to ensure there is no discrimination. Records will be maintained of any changes identified as necessary.
13. Information on the operation of our Equal Opportunities Policy will be provided upon request of such bodies as the CRE and EOC.

The Construction Director is responsible for the implementation of this policy.

### **Policy Notes**

1. *This policy has been written in accordance with the recommendation of the Race Relations Code of Practice, the Equal Opportunities Commission Code of Practice and the National Working Rule Agreement as approved by the National Joint Council for the Building Industry.*
2. *This policy has been communicated to all employees, supervisors and managers.*
3. *Managers and supervisors have been provided with advice and guidance on this policy in recruitment, selection, promotion, discipline/dismissal of employees.*