

## **EQUAL OPPORTUNITIES POLICY**

### **1.0 STATEMENT OF INTENT**

- 1.01 It is the aim of Krol Corlett Construction Limited to be an equal opportunities employer. The company commits itself to promote and develop equal opportunities and will keep under review its policies, procedures and practices to ensure that they accord with the principles of equal opportunities and are consistently applied.
- 1.02 Krol Corlett Construction Limited recognises that discrimination is unacceptable and it is in its own best interest, as well as the interest of its employees, to utilise the skills of the total workforce.
- 1.03 The aim of the equal opportunities policy is to ensure that no present or future employee or job applicant receives less favourable treatment on the grounds of race, colour, creed, religion, ethnic or national origin, nationality, sex, marital status, disability, sexuality or social status, or is disadvantaged by any conditions or requirements which cannot be shown to be necessary.
- 1.04 In the promotion of the policy, Krol Corlett Construction Limited will endeavour to meet in full the statutory requirements of the Race Relations Act, the Sex Discrimination Act, the Codes of Practice relating to these and the measures relating to the employment of people with disabilities.
- 1.05 Whilst it is expected that all staff of the Company will accept personal responsibility for practical application of the policy, lead responsibility for its implementation will rest with the Directors. To ensure that it is consistently applied, co-ordinating responsibility is assigned to the company's Office Manager who will have responsibility to the Directors for monitoring the operation of the policy.
- 1.06 The Office Manager will have responsibility to the Directors for monitoring the operation of the policy for both employees and job applicants and for initiating periodic audits.

## **2.0 RECRUITMENT AND SELECTION**

- 2.01 The intention of the recruitment procedure is to ensure the most appropriate response to any vacancy in the Company. Krol Corlett Construction Limited wishes to ensure the highest quality of candidates and will advertise vacancies within the organisation. Use will be made of job centres, career service, the media and appropriate external vacancy advertising outlets.
- 2.02 The selection process is of crucial importance and must therefore be carried out according to objective, job-related criteria. The effectiveness of the policy will be determined to a great extent by this aspect of the employment procedure. Krol Corlett Construction Limited will endeavour through appropriate training to ensure that employees making selection decisions will not discriminate in making these decisions.

## **3.0 TRAINING AND PROMOTION**

- 3.01 All steps will be taken to ensure equal access to opportunities for training and promotion. Krol Corlett Construction Limited will endeavour to provide appropriate training to enable staff to perform their jobs efficiently and pursue career development opportunities.
- 3.02 Training and guidance for implementation will be given for members and senior offices of the Company to increase their awareness of their role in the implementation of the policy; and training and guidance in appropriate techniques will be provided for staff involved in recruitment and selection.
- 3.03 Equal opportunities information will be incorporated in the Company's induction and training courses.
- 3.04 Where possible and practicable, advantage will be taken of the provisions of the Acts for positive action.

## **4.0 DISCIPLINE AND GRIEVANCE**

- 4.01 Direct discrimination and instances of sexual, racial or other harassment will be treated as disciplinary offences and will be dealt with under the disciplinary procedure.

- 4.02 An employee who has in good faith taken action under the Race Relations Act or Sex Discrimination Act, or complains about racial, sexual or other abuse and/or discrimination, shall not for that reason receive less favourable treatment than any other employee, for example by being subjected to disciplinary action.
- 4.03 Particular care will be taken to deal effectively with all complaints of discrimination, victimisation or harassment.
- 4.04 All employees have the right to seek redress for their grievances and Krol Corlett Construction Limited will ensure that this right is made known.
- 4.05 Complaints by staff will normally be processed through the agreed grievance procedure. It is recognised, however, that employees often find it difficult to approach their immediate manager in cases involving discrimination or harassment. The first point of contact in incidents of this nature may therefore alternatively be the Office Manager. If the employee remains aggrieved, then the formal procedure should be followed.

## **5.0 CULTURAL AND RELIGIOUS NEEDS**

- 5.01 Krol Corlett Construction Limited will endeavour to take measures to ensure that existing policies are modified to accommodate any particular cultural and religious needs of staff which may conflict with existing work requirements, wherever such measures are compatible with the safe and efficient running of the Company and its service.

## **6.0 MONITORING**

- 6.01 Krol Corlett Construction Limited will create and maintain employment records in order to monitor the progress of this policy. This will involve:
- 6.02 The collection and classification of information regarding the ethnic origin, sex and disability of all current employees and job applicants;
- 6.03 Krol Corlett Construction Limited will examine by ethnic origin, sex and disability the distribution of employees and the success rate of applicants over a period of time;

- 6.04 The results of such monitoring will be used to assess the effectiveness of the implementation of the equal opportunities policy. If necessary, adjustments will be made to the policy to ensure that equal opportunities are afforded to all applicants and staff.
- 6.05 If evidence is provided by employees or others which suggests that the policy is ineffective this will be investigated and appropriate action taken.

## **7.0 CODE OF PRACTISE**

- 7.01 A detailed Equal Opportunities Code of Practise has been drawn up, copies of which are available to all employees from the company's Office Manager. The Code of Practice gives further information and guidelines on implementing the Equal Opportunities Policy.

## **8.0 REVIEW OF POLICY**


- 8.01 The Policy will be subject to regular review by the appropriate Company Staff.

**Signed by  
The Directors**



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W D Corlett



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Date: \_\_\_\_\_ 18<sup>th</sup> May 2009 \_\_\_\_\_