



Equal Opportunities Policy

STATEMENT OF POLICY

The Company recognise that discrimination is unacceptable and although equality of opportunity has been a long-standing feature of their employment practices and procedure, the Company has made the decision to adopt a formal equal opportunities policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action. The aim of the policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation. The Company will apply employment policies that are fair, equitable and consistent with the skills and abilities of their employees and the needs of the business. You have a duty to assist the Company in implementing these policies to ensure that all employees are accorded equal opportunity for recruitment, training and promotion and, in all jobs of like work, on equal terms and conditions of employment. The Company will ensure that the policy is circulated to any agencies responsible for their recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment. The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity. The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice. The Company will maintain a neutral working environment in which no employee or worker feels under threat or intimidated.

RECRUITMENT AND SELECTION

The recruitment and selection process is crucially important to any equal opportunities policy. The Company will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions. Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy. Job descriptions will be revised to ensure that they are in line with the Company's equal opportunities policy. Job requirements will be reflected accurately in any personal specification. The Company will adopt a consistent, non-discriminatory approach to the advertising of vacancies. The Company will not confine their recruitment to areas or media sources which provide only, or mainly, applicants of a particular group. All applicants who apply for jobs with the Company will receive fair treatment and will be considered solely on their ability to do the job. All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate. Short listing and interviewing will be carried out by more than one person where possible – two people are essential for internal candidates. Interview questions will be related to the requirements of the job and will not be of a discriminatory nature. The Company will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job. Selection decisions will not be influenced by any perceived prejudices of other staff.

TRAINING AND PROMOTION

Senior staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions. All promotion will be in line with this policy.



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MONITORING

The Company will maintain and review the employment records of all employees in order to monitor the progress of this policy.

Monitoring may involve:

- a) the collection and classification of information regarding the race in terms of ethnic/national origin and gender of all applicants and current employees
- b) the examination by ethnic/national origin and gender of the distribution of employees and the success rate of the applicants
- c) recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions

The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

Therefore, the company accepts the responsibility:

- 1) To provide and maintain safe and healthy working conditions on their premises taking account of relevant statutory requirements and ensure that all employees are aware of their responsibilities with regards to health and safety matters.
- 2) To foster an interest in Health & Safety throughout the company's activities and consolidate this into a constant awareness and responsibility for these matters at work and for management to set an example in safe behaviour.
- 3) To provide such training as may be relevant to their particular operations to assist employees at all levels to perform their work safely and efficiently.
- 4) To make available such safety devices and protective equipment as may be appropriate and to secure the supervision of their use.
- 5) The company will actively carry out risk assessments of all aspects of the business.
- 6) See that all new Company or legal instruction in respect of Health & Safety is communicated to all employees, keeping them abreast of standards, codes of practice and relevant statutory provisions.
- 7) To establish and regularly review objectives and legal obligations to continually improve safe systems of work, recording these in regular Management Reviews.

Employees of the company have a duty to co-operate in this objective:-

- 1) By working in a safe and efficient manner with regard to not only their own safety but also that of others who may be affected by their acts or omissions.
- 2) By properly using safety devices and protective equipment provided and by meeting statutory obligations.
- 3) By reporting any incident that has or could have caused injury or damage and follow the correct accident reporting procedure.
- 4) By co-operating in the investigation of accidents with the object of introducing measures to minimise the possibility of recurrence.
- 5) By adhering to company procedures and observing instructions designed to contribute to the protection of health and safety.
- 6) Consultation and Participation on Health & Safety, accident prevention, environmental issues, policies, plans and procedures issued, are planned and encouraged at all levels of employment.
- 7) Safety meetings will be held on a regular basis.



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This statement of health & safety policy will be communicated to all employees of the company and interested third parties.

Paul Boyden, Managing Director

Date: 11 April 2024

Policy Review Date: 11 April 2025