

Equal Opportunities Policy Statement

Clugston Construction is an equal opportunities employer.

The aim of this policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, race, disability, colour, nationality, ethnic or national origin, marital status, sexuality, responsibility for dependants, religion, trade union activity and 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 equality of 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, wherever possible, and other employment decisions will be regularly monitored in conjunction with ethnic records of job applicants and existing employees. The Company is committed to a programme of action to make this policy fully effective.

Practice

The Company will conduct business in accordance with UK legislation with specific reference to: Equal Pay Act 1970 (and Amendment Regs. 1983), The Race Relations Act 1976, Sex Discrimination Act(s) 1975, 1986, The Disability Discrimination Acts and associated amendments of 1995 and 2005, The Employment Rights Act 1996, Asylum & Immigration Act 1996, Protection from Harassment Act 1997, The Human Rights Act 1998, Sex Discrimination (Gender Reassignment) Regulations 1999, The Race Relations (Amendment) Act 2000, Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The Employment Act 2002, Employment Equality (Sexual Orientation) Regulations 2003, The Employment Equality (Religion or Belief) Regulations 2003, Civil Partnership Act and Amendment 2004, The Employment Equality (Age) Regulations 2006 and the overarching Equality Act 2010. The abolition of a statutory default retirement age, the Bribery Act 2010 and the Agency Workers Regulations 2011 are also relevant and observed in respect of good equal opportunities practice.

Such legislation principally prohibits discrimination by reason of "protected characteristics" on grounds of sex, marital status, gender reassignment, race, colour, nationality, national or ethnic origins, disability, trade union membership or non-membership, sexual orientation and age.

Action

The Company will pursue policies to promote equality of opportunity and prevent discrimination, and in so doing will ensure compliance with relevant legislation.

In particular, the (former) Commission for Racial Equality Employment Code of Practice will be used as a model of best practice. This Code is appended to this policy and may be viewed at www.cre.gov.uk/gdpract/employ_cop.html.

The Company Equal Opportunity Policy forms an essential part of the Company's recruitment procedures which are also contained in the Company Database.

Responsibilities

- The Managing Director has overall responsibility for the effective operation of the Policy

- Managers are responsible for ensuring that the policy is implemented within their own departments, and are required to ensure that equal opportunities are maintained in spirit and practice.
- All those engaged in the appointment, management and supervision of staff have a responsibility for promoting the aims of this policy and avoiding discrimination.
- No policy of this nature is likely to be successful unless all employees are involved with it and there is responsibility on all employees to cooperate in promoting equality and preventing discrimination and this theme runs through the Company's training programme(s).

Communication

This policy will be communicated to all levels of management and supervision and to all employees. It will be included in appropriate recruitment, training, conditions of service, company procedures and other relevant documentation. It is also displayed on all sites and office notice boards.

Training

The Company will arrange such training and instruction as is necessary to help ensure that all employees carry out their responsibilities without unlawful discrimination and with due regard to the requirements of this policy. Such training and instruction will not only include those employees with responsibilities but also those who work in providing services to the Company.

In particular, those involved in interviewing both recruitment and appraisal, will be trained. Company recruitment procedures exist to ensure that people are selected on ability against pre-determined job/person criteria.

Adaptation

The Company will wherever possible make appropriate and reasonable adaptations to its systems, procedures and premises in order to accommodate people with disabilities. This will extend from the recruitment and interview stage to employment.

Enforcement

Behaviour, conduct, performance in breach of this policy will be investigated in accordance with Company Disciplinary and Grievance Procedures.

In particular, racial, sexual discrimination and/or harassment are noted as specific examples of unacceptable conduct in Company Disciplinary and Performance Procedure.

Monitoring/Review of The Policy

The HR Director will be responsible for arranging such reviews and investigations as are necessary to monitor effectively the operation of the policy. Reports shall be made at least on a biennial basis to the Managing Director on the staffing aspects of the policy and on the general operation of equal opportunities within the Company.

A handwritten signature in black ink that reads "Steve Radcliffe".

Steve Radcliffe
Managing Director

01st March 2016