

Equal Opportunities Employment Policy

The company's EOEP, and the measures to implement it, have been devised on the basis of advice from the relevant bodies. The Principal Owner is responsible for the effective operation of the company's EOEP. A copy of the EOEP is available from the personnel department.

The policy Vacancy advertising

Wherever necessary, all vacancies will be advertised simultaneously internally and externally. Steps will be taken to ensure that knowledge of vacancies reaches underrepresented groups internally and externally.

All vacancy advertisements will include an appropriate short statement on equal opportunity.

Selection and Recruitment

Selection criteria (job description and employee specification) will be kept under constant review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job. Wherever possible, women, minorities and disabled persons will be involved in the short listing and interviewing processes.

Reasons for selection and rejection of applicants for vacancies must be recorded.

Positive action – training, promotion and condition of service

Underrepresented groups will be encouraged to apply training and employment opportunities with the company. Wherever possible, special training will be provided for such groups to prepare them to compete on genuinely equal terms for jobs and promotion. However, actual recruitment to all jobs will be strictly on merit. Wherever necessary, use will be made of lawful exemptions to recruit suitably qualified people to cater for the special needs of particular groups.

Wherever possible, efforts will be made to identify and remove unnecessary/unjustifiable barriers and provide appropriate facilities and conditions of service to meet the special needs of disadvantage and/or underrepresented groups.

Personnel records

In order to ensure the effective operation of the equal opportunity policy (and for no other purpose) a record will be kept of all employees' and job applicants' gender, racial origins and disability. Where necessary, employees will be able to check/correct their own record of these details. Otherwise, access to this information will be strictly restricted. Such records will be analysed regularly and appropriate follow-up action taken.

General

The objectives of this EOEP are to ensure that the company/etc has access to the widest labour market and secures the best employees for its needs. Ensure that no applicant or employee receives less



favorable treatment, and that, wherever possible, they are given help they need to attain their full potential to the benefit of the company and themselves. Achieve an ability-based workforce which is in line with the working population mix in the relevant labour market areas. The cooperation of all employees is essential for the success of the policy. However, ultimate responsibility for achieving the policy's objectives, and for ensuring compliance with the relevant Acts of Parliament as well as the various Codes of Practice, lies with the company. Behavior or actions against the spirit and/or the letter of the laws on which this policy is based will be considered serious disciplinary matters, and may in some cases, lead to dismissal.

Harassment

It is against the Company's policy for any employee, male or female, to sexually harass another employee or to harass him or her on the grounds of actual or perceived sexual orientation. It is also against the Company's policy for any employee to harass another employee on the grounds of his or her race, colour, ethnic origin, nationality, national origin, religion or belief, age or disability. Harassment occurs where a person engages in unwanted conduct which has the purpose or effect of violating the other's dignity at work or creating an intimidating, hostile, degrading, humiliating or offensive work environment for the other person.

Neil Vanstone Date: 13th December 2017
Principal Owner
For and on behalf of Vanstone Building & Consultancy

