



ROD MUNRO LIMITED

EQUAL OPPORTUNITIES POLICY

MANAGEMENT RESPONSIBILITY

The person responsible to advise on and monitor the Policy and practice of this equal opportunities policy is Mr Roderick Munro – Managing Director.

He will ensure that the Policy is maintained and that adequate training in equal opportunity matters is provided to all company employees. He will also deal with all equal opportunity queries and complaints.

ATTRACTING APPLICATIONS

Recruitment

The recruitment process must result in the most suitable person for the job in respect of experience and qualifications.

It is against the Company Policy and against the law to discriminate either directly or indirectly on the grounds of gender, marital status, colour, race or disability at any stage of the recruitment process.

No assumptions or pre-judgements are to be made by managers or recruiters about the suitability of any sex or race for a particular job.

No decision will be made, or preference stated, in advance, regarding the outcome of the recruitment process (for example, by instruction not to recruit a woman).

Recruitment Publicity

Recruitment publicity will positively encourage applicants from all suitably qualified and experienced people.

It must show that the company offers opportunities at all levels to people of either sex, any colour, of all races, or disabilities and it should involve any stereotyping of roles. Recruitment solely, or in the first instance, by 'word of mouth' or through recommendations of existing employees can be unlawful and should be avoided.

Copies of the companies written equal opportunities policy will be given to all recruitment and advertising agencies with which we deal.

In all recruitment and publicity literature and in all internal and external advertisements:-

- It will be stated that the company is an equal opportunities employer and implements a programme to support this.
- Job titles and job content will be presented without bias either of gender or race.
- Jobs will be described in such a way that no qualified person is deterred from applying.
- There will be nothing in either words or illustrations to indicate any role stereotyping.

Illustrations showing men in managerial positions and women in clerical positions or white people supervising black people or workers of minority ethnic origins will be particularly avoided.

Selection Criteria

Only those qualification and skills, which are essential for the job, will be established as criteria for selection. They may include educational and professional qualifications, experience, the ability to speak and write 'good English' and physical abilities. They must not exclude minority companies, or discourage people with minimum qualifications from applying.

Requirements for formal academic or professional qualifications may be waived if candidates can demonstrate their suitability for the job by other means. The candidate's previous experience and willingness to undergo further training will both be taken into account.

The selection criteria will be taken strictly job related.

The Company will not insist on higher educational or professional qualification than are strictly necessary for the job and will encourage applicants to undertake further education. In assessing educational qualifications it should not be assumed that overseas degrees or diplomas are of a lower standard than their UK equivalents.

The setting of age limits, as a matter of general recruitment policy or as criteria for a specific job must be justifiable and non-discriminatory.

Where selection tests are used the Company will ensure that applicants or jobholders have the skills and aptitudes required for the job. These tests are to be made only of skills, which to a standard no higher than are required and are essential for the job.

The tests used by the Company will be free of bias and non-discriminatory.

Career Development, Promotion and Transfer

As a Company, we recognise that some employees may be under using their abilities and qualifications. We are committed to identifying such employees and to provide them with opportunities to develop their potential, thus leading to better promotion prospects.

Selection for career development and promotion will be carried out on a fair and non-discriminatory basis.

The criteria for selection will take into account the individual's ability and aptitude to do the allotted works. Selection for training and promotion will not discriminate between gender, colour, marital status or race.

The transfer between and selection for work on contracts will be carried out on a fair and non-discriminatory basis generally as previously described.

Unless the company employee requests transfer, the Company will not transfer employees who complain of discrimination.

Training

Training is provided for employees in order to increase their knowledge and skills. This has the advantage to the Company of greater efficiency and potential, while to the employee it opens up new opportunities and prospects.

All training course material will reflect our position as an Equal Opportunities employer.

Training opportunities will be made available to all employees. It is against Company policy and against the law to discriminate directly or indirectly, either in the selection of candidates for training courses or in the arrangements made for selection.

All employees responsible for recruitment, selection, promotion and transfer of staff will receive appropriate training in equal opportunities commensurate with their individual and Company responsibilities.

Dismissal (including redundancy)

Dismissal of an employee will be only for breaches of Company requirements, in accordance with current employment legislature requirements and will be fair and non discriminatory.

Redundancy selection will be based upon appropriate criteria, including length of service, job performance, attitude, etc, ensuring that selection is fair and non discriminatory.

Positive Action

All employees doing equal jobs regardless of gender, colour, marital status, race or disability will be treated equally with respect to pay, promotion, training opportunities, conditions and terms of service and facilities.

Job evaluation schemes, recognised by management and unions, carried out during employment will not discriminate between gender, colour, marital status, race and disability.

It is against the company policy to discriminate with regard to benefit facilities and terms of service. All the benefits and facilities and services available to employees or potential employees shall be clearly defined.

The Company will make certain that these terms of employment, conditions of pay, services and facilities are available to everyone irrespective of gender, marital status, race, colour or disability.

We are also concerned that members of ethnic minority companies, with special needs arising from distinct cultural, religious, and possibly language differences are recognised and are not discriminated against the Company.

All regulations (e.g., Health and Safety), all Company communications, and all instructions will be simple and effective.

If an employee has any difficulty in understanding any regulations, Company communication, or instruction, suitable means will be taken to remedy this. These may include the use of interpreters, written signs in the appropriate language, or the use of pictures or diagrams.

Victimisation

All employees will be made aware that it is against Company requirements and unlawful to victimise any individual who has pursued a grievance, case, or allegation of discrimination.

Victimisation may include, but not be limited to :-

- Disciplining the individual
- Dismissing the individual
- Transferring the individual (unless requested by the victimised individual)
- Subjecting them to any other form of victimisation (e.g. demotion, practical jokes, financial penalties, etc)

Equal Opportunities Grievance and Appeals Procedure

Equal opportunities in the workplace will be achieved by the implementation of the policies outlined in this Policy and arrangements

It will, however, take time to change attitudes and work patterns, so that all employees have an equal chance of competing, and being selected, for jobs on merit. Until this is achieved, an Equal Opportunities Grievance and Appeals Procedure will be available to individual employees who feel that they have received unfair treatment in any of the following:-

- Their right to apply for jobs which they are qualified or have the experience
- Selection of interview
- The interview process itself
- Training or development opportunities
- Terms and conditions of employment

The Equal Opportunities Appeal and Grievance Procedure may also be involved in cases of alleged sexual, racial or other discriminatory harassment. (Sexual, racial or other discriminatory harassment is defined as not being reciprocated and unwelcome comments or actions, which are found objectionable and could threaten an employee's job security or create an intimidation work environment).

Any employee with a grievance under Equal Opportunities should follow the procedure below:-

- 1) Before taking a decision to invoke the procedure, employees should have the right to approach the Equal Opportunities Manager for informal, confidential advice.
- 2) In order to proceed, the employee should make known their grievance to the appropriate line manager involved in the situation. This should be done at the earliest opportunity.
- 3) Either party may at this stage request the advice of the Safety Director, or other third party.
- 4) If the grievance cannot be resolved at this stage, the employee can involve the company's formal grievance procedure.

The Equal Opportunities Appeals and Grievance Procedure will be carried out in the strictest confidence, and will not prejudice the employee's current employment or future career prospects.

Care will be taken to deal effectively and seriously with all appeals. It should not be assumed that people who are over sensitive about discrimination make them.

The use of this procedure does not take away an individual's rights under law to take a case to an industrial tribunal nor their rights to request Union representing where appropriate.

Any form of harassment (sexual or racial) or bullying, will result in a formal investigation, which will lead to disciplinary action being taken.

Monitoring and Review

In order for this policy to be fully effective the, company will monitor all employees gender, ethnic origins and disabilities at all levels within the company.

Application forms contain a question on the applicant's ethnic origin, gender and disabilities.

Monitoring exercises will be carried out at other stages of employment including selection, promotion, training and transfer.

The Company will also monitor the make-up of its workforce in relation to employee, grade.

The Managing Director is the person with ultimate executive responsibility. He is also responsible for monitoring and all other aspects of this policy.

The Managing Director will review informally on an ongoing basis the operation of the Equal Opportunities Policy and Arrangements and formally twice yearly at the Management Review meeting.

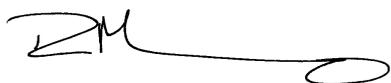
Any discrepancies identified either in the structure or the application of the Management system will be addressed by the appropriate action(s).

Summery

The Company policy is to ensure that the talents and resources of employees are utilised to the full and that no job applicant or employee receives less favourable treatment on the grounds of gender, marital status, social class, colour, race, ethnic origin, creed or disability or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance.

To this end the Company will:-

- Fulfil its social responsibility towards its employees and the communities in which it operates.
- Recognise its legal obligations under the Race Relations Act 1976, as amended by the Race Relations (Amendment Act) 2002, The Race Relations Code of Practice for the elimination of racial discrimination and the promotion of equality of opportunity in employment, as approved by Parliament 1i 1983, the Race Relations Act (Amendment) Regulations 2003, Employment Equality (Religion or Belief)(Amendment) Regulations 2003, Disability and Discrimination Act 1995, Equal Pay Act 1970 (Amendment) Regulations 2003, Sex Discrimination Act 1975 (Amendment) Regulations 2003, Employment Equality (Sexual Orientation) Regulations 2003, Employment Equality (Age) Regulations 2006 and any related Approved Codes of Practice (ACOP's)
- Review periodically its selection criteria and procedures to maintain a system where individuals are selected, promoted and treated solely on the basis of their merits and abilities, which are appropriate to the job.
- Seek to give all employees equal opportunity and encouragement to progress within the Company by implementing a positive action programme.
- Distribute and publicise this policy statement throughout the Company and elsewhere is from time to time appropriate.
- Provide facilities for any employee who believes that inequitable treatment has been applied to him or her within the scope of this policy to raise the matter through the appropriate grievance procedure.
- Provide within the action programme, to all employees, training which may improve their prospects within the company and which will enhance employees understanding of the need for an equal opportunity programme.
- All employees, have a responsibility to accept their personal involvement in the practical application of this policy but specific responsibility falls upon managers, supervisors and staff professional involved in recruitment, employee administration and training.



Mr Roderick Munro, Managing Director
19th February 2018