

EQUAL OPPORTUNITIES POLICY

1.0 POLICY STATEMENT

It is our policy to provide employment equality to all people, irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants
- Religious belief or political opinion
- Race
- Disability
- Sexual orientation
- Age
- Pregnant women and women of child bearing age

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

B&C Joinery Services works toward being an equal opportunity employer. We recognise the positive contribution individuals do make, and could make, to B&C Joinery Services.

A sound understanding of the importance of team working is the corner stone to our success. We recognise that effective teams produce superior performance to individuals, and we are proud that our project teams are experienced and diverse. Discrimination, both direct and indirect can undermine this success, is unlawful, and is absolutely not tolerated. We believe effective team working and integration cannot take place where this is the case. Team cohesion is essential in a modern business environment where we look to create value for our clients. This cohesion can only be achieved if all individuals feel, and are treated as equals.

Recruitment, general employment, training and development, and termination of employment decisions are not based on anything other than an individual's actual or forecasted contribution of content.

We believe that the importance of equality in the workplace cannot be overstated. Inequality between group members is a direct result of discrimination. This forms impenetrable barriers to team cohesion, greatly reducing the capacity for a team to operate effectively, and deliver client expectations.

It is normal for individuals to have views and opinions on others. The ultimate aim is to prevent these views from undermining the reason for our project team's existence. It is our duty to ensure this is achieved through communication of our expectation to all parties, and a zero tolerance approach where this policy is breached.

2.0 SCOPE OF THE POLICY

B&C Joinery Services Equal Opportunities policy applies to all who work for, and apply for the organisation. It also applies to contract workers, agency workers, trainees and students on placement, volunteer workers and former employees.

3.0 OUR COMMITMENT TO EQUALITY

3.1 Equality Regardless of Sex

We adhere to The Sex Discriminations Act 1975 and The Sex Discrimination Act 1975 (Amendment) Regulations 2003 in order to promote good relations between people of different sex and giving equal opportunities to all. The Sex Discrimination Act prohibits discrimination against men, as well as against women. It also requires that married people are to be treated equally. We strive to achieve equality and the company is committed to treating everyone fairly.

3.2 Equality Regardless of Race

We work towards eliminating racial discrimination and harassment by abiding to the Race Relations Act 1976, and the Race Relations Act 1976 (Amendment) Regulations 2003 in order to achieve equality of opportunity and to improve relations between people of different race. Employees are monitored on their progress, and it is here that recognition of commitment can be addressed to ensure a better working team ethos. It also helps us as an employer to draw on the skills and talents of our diverse workforce whilst creating a working environment where employees feel valued and part of the team. This helps to further improve the standard of work and environment within project teams. Individuals must adapt to changes and to treat new members fairly and equally, regardless of race. We see that cultural differences should be seen as an opportunity rather than a challenge.

3.3 Equality Regardless of Age

We adhere to the Employment Equality (Age) Regulations 2006 which applies to all age-groups which make it unlawful to discriminate against workers, employees, jobseekers and trainees because of their age. These regulations cover recruitment, terms and conditions, promotions, transfers, dismissals and training. We believe in ensuring all employees are treated equally regardless of age. This helps us maintain our close-knit working team of young and old professionals. They are constantly learning from one another, developing their own skills and

gaining valuable experience from their peers. We seek efficient and cost-effective ways of nurturing and using our older more experienced employee's skills.

3.4 Equality regardless of physical and mental ability

We are mindful of the diverse nature of the 10 million registered disabled in the UK and recognise the positive contribution that they can make to our company. It is clear that there may be instances where allowances and change must be made to accommodate the disabled, with environmental issues such as access arrangements leading directly to unnecessary social restrictions. This principle underpins the duty to make reasonable adjustments as set out in The Disability Discriminations Act 1995, The Disability Discriminations (Blind and Partially Sighted Persons) Regulations 2003 and The Disability Discriminations Act 2005.

3.5 Equality regardless of sexual preference

We consider, and respect the fact that individuals may choose to undertake relationships with, and be attracted to the same sex. We also expect that these individuals respect the fact that many choose to enter into relationships with the opposite sex. There are individuals who choose to undertake both same sex and opposite sex relationships. Our personal views and opinions on these matters should never arise in the workplace. Indeed, it is nobody's business to question and air opinion on another's sexual preference. It has no effect on work performance. The Employment Equality (Sexual Orientation) Regulations 2003 was passed to protect same, opposite and mixed preference individuals against all forms of discrimination.

4.0 VACANCY ADVERTISING

Wherever possible all vacancies will be advertised simultaneously internally and externally, and will show that we are an Equal Opportunities employer. Steps will be taken to ensure that knowledge of vacancies reaches underrepresented groups internally and externally. Wherever possible, notifications of vacancies will be made to minority group institutions and press, in conjunction with all general medium such as Job-Centre Plus and Careers Offices.

5.0 OUR COMMITMENT TO EQUALITY

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, more than one person must be involved in the selection interview and recruitment process. 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 will be recorded. Underrepresented groups will be encouraged to apply for 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 disadvantaged and/or underrepresented groups.

6.0 TRAINING & PERSONAL DEVELOPMENT

All staff will be subject to adequate and appropriate levels of training and development throughout their period of employment with B&C Joinery Services. This will be based on the skills requirement of the company which is established and reviewed continually. It is based on these criteria alone.

No decisions on training and development are made with personal issues such as age, race or sexual preference (etc) in mind.

7.0 TERMINATION OF EMPLOYMENT

Termination of employment is based on individual conditions of employment, in that they set out reasons for termination of employment. If unavoidable compulsory redundancy is required due to a reduction in workload (etc), the decision on redundancy shall be made using objective criteria.

No decisions on termination of employment are made with personal issues such as age, race or sexual preference (etc) in mind.

8.0 IMPLEMENTATION OF POLICY

Mr. Edward Barker has specific responsibility for the effective implementation of this policy. Each employed individual also has responsibilities and we expect all our employees to abide by the policy and help create the equality environment which is its objective.

In order to implement this policy we shall:

- Communicate the policy to employees, job applicants and relevant others (such as contract or agency workers)
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of all staff

- Provide equality training and guidance as appropriate, including training on induction and management courses.
- Ensure that those who are involved in assessing candidates for recruitment or promotion will be trained in non-discriminatory selection techniques.

9.0 MONITORING AND REVIEW

We will establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy. The effectiveness of our equal opportunities policy is reviewed regularly (at least annually) and action taken as necessary. For example, where monitoring identifies an underrepresentation of a particular group or groups, we shall develop an action plan to address the imbalance.

10.0 COMPLAINTS

Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the agreed procedures, details of which are available upon request from Mr. Edward Barker. All complaints of discrimination will be dealt with seriously, promptly and confidentially. In addition to our internal procedures, employees have the right to pursue complaints of discrimination to an industrial tribunal or the Employment Tribunal under the following anti-discrimination legislation:

- The Sex Discriminations Act 1975
- The Race Relations Act 1976
- The Disability Discriminations Act 1995
- The Disability Discriminations Act 1995
- The Disability Discriminations (Blind and Partially Sighted Persons) Regulations 2003
- The Employment Equality (Sexual Orientation) Regulations 2003
- The Sex Discriminations Act 1975 (Amendments) Regulations 2003
- The Race Relations Act 1976 (Amendments) Regulations 2003
- The Employment Equality (Age) Regulations 2006

11.0 FORMAL GRIEVANCE PROCEDURE

Employees wishing to make a complaint to a tribunal will normally be required to raise their complaint under our internal grievance procedures first. Every effort will be made to ensure that employees who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.

Signed:

A handwritten signature in blue ink, appearing to read 'E.J. Barker', with a horizontal flourish underneath.

E.J Barker (Proprietor)

Date: 25/02/2016

Reviewed :

Next Review Date: February 2017