

Equal Opportunities Policy

The Company is an Equal Opportunities Employer in accordance with the requirements of the Employment Protection and Employment Rights Acts (1978 & 1993), the Sex Discrimination Act 1975 and 1986, the Race Relations Act 1976, (Amendment) 2000, the Disability Discrimination Act 1995, the Protection from Harassment Act 1997, the Employment Equality Regulations 2003, Religion or Belief and Sexual Orientation, the Equal Pay Act 1970, Gender Reassignment Regulations 1999, Rehabilitation of Offenders Act 1974, the Employment Equality (Age Regulations) Act 2006, the Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002. We are committed to ensuring that all individuals are selected, promoted and otherwise treated solely on the basis of their relative merits and abilities. As a result the Company has an Equal Opportunities Policy, designed to meet its obligations under the law and associated Codes of Practice and ACAS Guidance for Employers.

Supervision of Policy

Tony Hyde, Managing Director, is charged with the responsibility of monitoring the policies within the Company.

Review Panel will comprise:

Claire Fell - HR Manager
Bill Munn - Best Practice Director
Sarah Morgan - Office Representative and Site Nominee

The policy is reviewed annually.

Bill Munn has responsibility for all employees training and is fully aware of the Company policy and its recommendations relating to training.

A Manager shall be appointed to ensure that:

- Statistics for Annual Audit are available
- The Policy is made known to all employees
- Disciplinary matters arising are dealt with promptly
- Procedures are strictly followed

Aims - The main aims of the Policy are as follows: To make a clear and open statement of our commitment to provide equal opportunity to all.

Documentation - All employees have been made aware of and issued copies of the Employee Handbook the Company Policy, which are also available on the internal network.

It is the company's policy not to discriminate against its workers on the basis of their gender, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability or age, pregnancy or trade union membership or the fact that they are a part time worker or fixed term employee.

Our workers and applicants for employment shall not be disadvantaged by any policies or conditions of service which can not be justified as necessary for operational purposes. The company shall, at all times strive to work within legislative requirements as well as promoting best practice. The company is particularly concerned that equality of opportunity is maintained in the following areas:

- Recruitment and selection
- Promotion and training
- Terms of employment, benefits, facilities and services.
- Grievance and disciplinary procedures
- Termination of employment, including redundancies

Approved by SA Hyde, Managing Director (April 2009)



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The following types of discrimination which in most circumstances are prohibited in law:

Direct discrimination - this is treating someone less favourably because of their membership of a protected group. An example of this is paying someone less because of their sex or because they belong to a particular racial group.

Indirect discrimination - this is treating people in the same way but in a way which adversely affects the members of a protected group. An example of this is telling everyone that they have to work late at night – although applied to everyone it may adversely affect those employees with childcare responsibilities who tend to be women.

Victimisation - this is treating someone less favourably because they have asserted their right not to be discriminated against as a member of a protected group. An example would be an employee claiming that they had been discriminated against on the grounds of their disability and who then, having left their employment is not provided with a reference because they had claimed disability discrimination.

Harassment - this is unwanted conduct which has the effect of creating an intimidating, hostile, degrading, humiliating or offensive environment for someone or violating their dignity because they belong to a protected group.

Responsibilities

Overall responsibility for the effective operation of this equal opportunities policy and for ensuring compliance with the relevant statutory framework prohibiting discrimination rests with the Directors of the company.

Those working at a management level have a specific responsibility to set an appropriate standard of behaviour to lead by example and to ensure that those they manage adhere to the policy and promote the aims and objectives of the company with regard to equal opportunities.

All employees have a personal responsibility for the practical application of this policy and must ensure that they act in accordance with its aims and objectives. In some situations the company may be at risk of being held responsible for the acts of individual employees and will not therefore tolerate any discriminatory practices or behaviour.

Breaches

Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary action. In serious cases such behaviour may constitute gross misconduct and as such may result in summary dismissal. If you believe that you have been disadvantaged on any of the unlawful grounds specified in this policy you should raise the matter formally through the company's grievance procedure. Employees who make such allegations in good faith will not be victimised or treated less favourably as a result. However, false allegations of a breach in this policy, which are found to have been made in bad faith, will be dealt with under the company's disciplinary procedure.

Monitoring and Review

Regular reviews will be undertaken to ensure that the company's employment practices are consistent with the fulfilment and aims of this policy. The company is committed to providing relevant training for staff all staff on their responsibilities and duties under this policy.

Should you require any additional information in equal opportunities within Thomas Vale Construction please contact the HR department.

Approved by SA Hyde, Managing Director (April 2009)

