



EQUAL OPPORTUNITY

POLICY STATEMENT

For

Martin-Brooks Roofing Specialists Ltd

This company is an Equal Opportunity Employer

The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the ground of sex, disability, marital status, creed, social class, race, colour, nationality or ethnic or national origin, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. This is in accordance with the Equality Act 2010 Rev 2012.

Selection criteria and procedures will be frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees will be given equal opportunity and where appropriate, training to progress within the organisation.

The company is committed to a programme of action to make this policy fully effective.

Signed:

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Position: DIRECTOR

Date 29/06/18

Equal Opportunity Policy

1) Objectives

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 ground of sex, disability, marital status, age, social class, colour, race or ethnic origins, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance.

2) Policy

To this end the company will:-

- 2.1 Fulfil its social responsibility toward its employees and the communities in which it operates;
- 2.2 Recognise its legal obligations under the race relations act, the sex discrimination act, the equal opportunities act, the equal pay act and the disability discrimination act.
- 2.3 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;
- 2.4 Seek to give all employees equal opportunity and encouragement to progress within the organisation by implementing the ongoing action programme.

- 2.5 Distribute and publicise the policy statement through the company and elsewhere as is from time to time appropriate.
- 2.6 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.
- 2.7 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.

3) **Responsibilities**

- 3.1 The overall responsibility for monitoring the effectiveness of the policy and for implementing an on-going programme of action to make the policy fully operative is vested in the Directors.
- 3.2 It is the responsibility of all employees to accept their personal involvement in the practical application of this policy.

Staff responsible for any of the following must ensure that employees do not experience discrimination on grounds of sex, marital status, racial group, disability, age etc.

1. Employment
2. Access to qualification
3. Selection for transfer and training
4. Performance appraisals
5. Dismissals including redundancy

3.2 Cont..

6. Terms of employment benefits, facilities and services
7. Grievances, disputes and disciplinary procedure
8. Cultural and religious needs
9. Victimisation

Signed:

A handwritten signature in black ink, appearing to be 'N. B. O. H.', written in a cursive style.

Position: DIRECTOR

Date: 29/06/18