EQUAL OPPORTUNITIES AND DIVERSITY POLICY STATEMENT

The Managing Director's have a specific responsibility for the effective implementation of this policy. Each director, manager and supervisor also are given responsibilities and it is our expectation that all our employees abide by the policy in respect of equality and diversity.

We recognise that any form of discrimination is unacceptable and although equality of opportunity has been a long-standing feature of our employment practice and procedure, we have made the decision to adopt a formal equal opportunities policy. Breaches of the policy will lead to disciplinary action.

The aim of the policy is to ensure that no applicant for employment or employee be discriminated against either directly or indirectly on the grounds of race, colour, creed, nationality, ethnic or national origin, religious belief, political opinion, affiliation, sex, gender identity, marital status, age, disability, sexual orientation or impediment.

We will ensure that the policy is circulated to any agency responsible for recruitment on our behalf and a copy of the policy will be made available for all employees and brought to the attention of all applicants for employment. The policy will be communicated to all sub-contractors reminding them of their responsibilities in relation to the equality of opportunity.

The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and any relevant Approved Codes of Practice.
We will maintain a neutral working environment in which no employee feels under threat or intimidated.

Recruitment and Selection

The recruitment and selection process are crucially important to any equal opportunities policy. The recruitment processes must result in the selection of the most suitable person for the job in respect of experience and qualifications. We will endeavour through the provision of appropriate information, instruction and training to ensure that employees making selection and recruitment decisions do not discriminate, whether consciously or unconsciously, when making these decisions.

Promotion and advancement will be made on individual merit and all decisions relating to this will be made within the overall framework and principles of this policy.

Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy and job requirements will be reflected accurately in any personnel specifications.

We will adopt a consistent, non-discriminatory approach to the advertising of vacancies, and we will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.

All applicants who apply for vacancies will receive fair treatment and will be considered solely on their potential ability to fulfil the role. All personnel involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate. Short listing and interviewing will be undertaken by more than one person where possible and interview questions will be related to the requirements of the role and will not be of a discriminatory nature.

We will not disqualify any applicant because they are unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the role.

Training and Promotion

Senior staff and those involved in recruitment, selection and promotion will receive information, instruction and training in the application of this policy to ensure that they are aware of its contents and provisions. All employees will be given equal opportunity and encouraged to progress within the organisation. We recognise that many employees may be under-using their abilities and qualifications, and we are committed to identifying such employees and providing them with opportunities to develop their potential. All promotions will be in line with this policy.

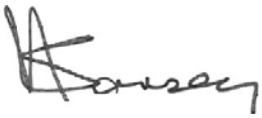
Monitoring

We will maintain and review the employment records to monitor the progress of this policy. Monitoring may involve:

- The collection and classification of information regarding the race in terms of ethnic/national origin, the sex and disability of all current employees.
- The examination by ethnic/national origin, sex and disability of the distribution of employees and the success rate of the applicants.
- Recording recruitment, training and promotional records of all employees, the decisions reached and the reasons for those decisions.

The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy, in accordance with data protection and GDPR requirements; only authorised persons will review the collected data. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

Signed for and on behalf of the Executive Board:



Steven Darsey
Company Chairman
25/09/2026