

# Equal Opportunities Employment Policy

## 1. Aim and general statement of policy

This policy addresses the issue of equality of opportunity of employment. We aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital status, race, religion, colour, nationality, ethnic origin, age, disability or is disadvantaged by conditions or requirements which cannot be shown to be justified. The directors will review policies and procedures to ensure that individuals are selected, promoted and treated in their general employment on the basis of their relevant merits and abilities.

## 2. Responsibilities

All employees share the responsibility to ensure that the company's equal opportunities' policy operates fairly and effectively. However, the major responsibilities are as follows:

- Directors are responsible for ensuring that a consistent equal opportunities policy is adopted across the company's employment.
- Branch managers are responsibility for the operation of the policy in their own branches. Branch managers should look to the directors for advice on implementation, monitoring and further development of the policy.

## 3. Implementation

The company will actively promote personnel practices which help to eradicate the assumptions and stereotypes which are often at the root of unfair discrimination. The action taken will include the following:

- Review of recruitment and selection procedures covering sources of recruitment, advertising material, job descriptions, application forms and selection methods to eliminate unfair discrimination and ensure that decisions are based on job related criteria.
- Provision of appropriate training in equal opportunities to all groups of employees
- Review of terms and conditions of employment, leave of absence, working environment and working time to ensure fair application to all employees.

## 4. Review of Policy

The policy will be kept reviewed in accordance with requirements of the Commission for Racial Equality and the Equal Opportunities Commission.

## 5. Handling of complaints

The Company will not tolerate contraventions of its equal opportunities policy by any of its employees. It will investigate in particular any incidence of discrimination or harassment relating to the issues listed in paragraph 1 above.

Employees who are aggrieved should follow the company grievance procedure. Action against employees who contravene the policy will be taken in accordance with the disciplinary procedure.

## 6. Publication

The company will seek to ensure that this policy is brought to the attention of all employees.

Signed .....

Dated 26<sup>th</sup> January 2005

ROBERT PRICE (B.M.) LTD    P. DAVIES & SONS LTD    ROBERT PRICE (T.& R.M) LTD