

# EQUAL OPPORTUNITIES POLICY

Redpath Construction Ltd is committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.

To that end the purpose of this policy is to provide equality and fairness for all in our employment and not to discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. We oppose all forms of unlawful and unfair discrimination.

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

## Recruitment and Promotion

- Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion, age, part-time or fixed term contract status.
- Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated.
- All vacancies will be circulated internally.
- All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.
- All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.

## Employment

- Redpath Construction Ltd will not discriminate on the basis of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion, age, part-time or fixed term contract status in the allocation of duties between employees employed at any level with comparable job descriptions.
- Redpath Construction Ltd will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.
- All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

### **Training**

- Employees will be provided with appropriate training regardless of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion, age, part-time or fixed term contract status.
- All employees will be encouraged to discuss their career prospects and training needs with their Line Manager.

### **Grievances and Victimisation**

- Redpath Construction Ltd emphasises that discrimination is unacceptable conduct which may lead to disciplinary action under the organisation's Disciplinary Procedure.
- Any complaints or discrimination will be pursued through the organisation's Grievance Procedure.

### **Our Commitment**

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.
- To promote equality in the workplace which we believe is good management practice and makes sound business sense.
- We will review all our employment practices and procedures to ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by senior management and has been agreed with employee representatives.
- The policy will be monitored and reviewed annually.

Signed:



Name: Jim Pritchard, Managing Director  
Redpath Construction Ltd

Date: 1 April 2015  
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