

# EQUAL OPPORTUNITIES POLICY

## The Policy

Trendgrey Construction Limited strives to be an equal opportunities employer. This means that it is company policy that there should be no discrimination, victimisation, bullying or harassment of any employee or job applicant, either directly or indirectly, on the ground of:

- Race, colour, nationality or nation or ethnic origin
- Sex or marital status
- Disability
- Sex change status
- Sexual orientation
- Religion or philosophical believe
- Political belief
- Age.

## The company's policy is to:

- Eliminate and prevent, as far as reasonably possible, discrimination, victimisation, bullying and harassment in the workplace.
- Encourage all its employees to take a positive active role against all forms of discrimination, bullying and harassment.
- Deter employees from participating in discriminatory behaviour, victimisation, bullying or harassment.
- Demonstrate to all employees that they can rely upon the company's full support in cases of discrimination, victimisation, bullying or harassment at work.

The company is fully committed to providing a good, harmonious and diverse working environment that offers equal treatment and equal opportunities for all employees and one where every employee is treated with respect and dignity. The company's aim is that remuneration, recruitment, promotion, training and retention should not be affected either directly or indirectly by irrelevant considerations such as prejudices or stereotyping.

The company recognises that the provision of equal opportunities in the workplace is not only good management practice, it also makes sound business sense. The company's equal opportunities policy works towards ensuring that all employees develop towards the full potential, and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

Whilst the company recognises that the overall responsibility for the effective operation of this policy lies with the Directors, it is incumbent upon all employees, whatever their position within the company, to take responsibility for ensuring its effective implementation in their date-to-day activities and working relationships with colleagues.



Signed  
For and on behalf of Trendgrey Construction Limited

Managing Director  
Dated: 03.01.2017



### **Employees should ensure that:**

- They co-operate with any measures introduced to develop equal opportunities and diversity in the workplace.
- They respect the sensitivities of others.
- They refrain from taking discriminatory actions or decisions which, are contrary to either the letter or spirit of this policy and, for employees of managerial status, that they ensure that those who report to them also comply with the policy.
- They do not instruct, induce or attempt to induce or pressurise other employees to act in breach of this policy.
- Employees who make, or support, complaints in respect of breaches of this policy are not victimised but treated fairly and responsively both with the complaint is made and thereafter.

Breaches of the company's equal opportunities policy and procedures and any unfair or unlawful discrimination, bullying, victimisation or harassment will not be tolerated and will be dealt with under the companies disciplinary procedures. In serious cases, this would lead to dismissal of the relevant individual on the grounds of gross misconduct.

The policy shall also apply to employees of contractors working at the company's premises.

### **General application of the policy**

#### **Recruitment and selection**

The selection process is of crucial importance in this policy and must be carried out according to objective job-related criteria, which must be subject to regular review. The effectiveness of the policy will be determined to a great extent by this aspect of employment procedure. The company will endeavour through appropriate training to ensure that employees make selection decisions will not discriminate whether consciously or unconsciously in making these decisions.

#### **Training**

Equal opportunities must be integrated into all training concerned with selection skills, staff assessment, counselling, staff development and the management or supervision of staff. The company's policy will form part of the induction training of all staff.

#### **Promotion**

It is the company's interest to provide equal opportunities for promotion to all employees. Directors and Managers must continually assess the promotion potential of all employees and all promotion decisions must be made in accordance with objective selection criteria for the position.

#### **Grievances**

Employees who believe they have experienced any form of unfair or unlawful discrimination, bullying or harassment should raise their concern through the company's grievance procedure.



Where such grievances may concern the normal line of supervision or management, individuals may approach the any Director of the company.

#### Disciplinary process

Where following an investigation it is deemed that there is a case to answer, matters will be dealt with under the company's disciplinary procedure.

#### **Monitoring**

Examining the effects of policy and programmes of action on a regular and structural basis. Personnel data are therefore collected, analysed and interpreted across the company. The objectives of monitoring are to:

- To identify areas of reasons for under-representation of particular groups in the workforce.
- To assess the effect of employment procedures and practices and identify any unintentional impact on particular groups
- To enable appropriate corrective action to take place, including defining targets of future change.
- To enable the company to review and reshape its opportunities policy and programme of action.

#### **Communication**

The policy must be communicated widely and effectively throughout the workforce and to potential employees. It is the responsibility of management at all levels to ensure that such communication takes place and that the policy is adhered to.

#### Trendgrey Construction Ltd

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