

## **EQUAL OPPORTUNITIES POLICY**

Westridge Construction Ltd recognise that everyone has a contribution to make to our society and a right to equal opportunity.

We recognise that the provision of equal opportunities in the workplace is not only good management practice, it also make sound business sense.

No job applicant, employee or organisation/individual to which we provide services or work with, including those affected by our works ('stakeholders' hereafter) will be discriminated against by us on the grounds of:

- gender (including sex, marriage, gender re-assignment);
- race (including ethnic origin, colour, nationality and national origin);
- disability;
- sexual orientation;
- religion or belief;
- age.

**We aim** to promote equal opportunities, eliminate discrimination and eliminate harassment through the following:

- Opposing all forms of unlawful and unfair discrimination.
- All employees (whether part-time, full-time or temporary) and stakeholders will be treated fairly and with respect.
- All vacancies will be advertised internally and externally simultaneously and will include a statement on equal opportunities.
- Selection for employment, promotion, training and other benefit will be on the basis of aptitude and ability.
- All employees and stakeholders will be helped and encouraged to develop their full potential and the talents and resources of individuals will be fully utilised to maximise the efficiency of the organisation.
- All employees and stakeholders have a legal and moral obligation not to discriminate and to report incidents of discrimination against any individual or group of individuals to the HR Department.

### **Our commitment**

- To create an environment in which individual differences and the contributions of all our staff and stakeholders are recognised and valued.
- Promoting a good and harmonious working environment in which all persons are treated with respect.
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation.
- Every employee and stakeholder is entitled to be part of an 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.

### **Implementation**

The Board of Directors has specific responsibility for the effective implementation of this policy. Each Director, Manager, Supervisor also has responsibilities and we expect all our employees to abide by the policy and help create the equality environment which is its objective.

In order to implement this Policy, we shall:

- Communicate the Policy to all employees, job applicants and any other relevant stakeholders.
- Provide equality training and guidance as appropriate, including training on induction and management courses (where applicable).
- Ensure that those who are involved in assessing candidates for recruitment or promotion will be trained in non-discriminatory selection techniques.
- Obtain commitments from other persons or organisations, such as sub-contractors or agencies that they too will comply with the policy in their dealings with our organisation and our workforce.
- Ensure that adequate resources are made available to fulfil the objectives of the policy.

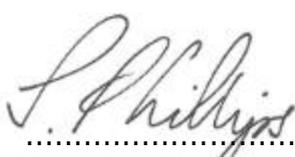
### **Complaints**

Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter with their Line Manager or the HR Department. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

Every effort will be made to ensure that employees who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.

Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings which may lead to dismissal.

The policy will be reviewed annually.

Signed:  ..... Steve Phillips  
 Position: Managing Director  
 Westridge Construction Ltd

Date: October 2015