

EQUAL OPPORTUNITIES POLICY

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EQUAL OPPORTUNITIES POLICY

Vaughandale construction limited has a clear commitment to ensuring that both in the execution of its services and in the employment of staff there will be equality of opportunity and treatment, and no persons will be treated less favourably because of their race, age, colour, ethnic or national origin or because of their sex, sexual orientation, age or physical handicap. In an effort to ensure that the above ideals are realised the company has compiled the equal opportunities policy (*Copies available upon request*).

The contents of this document are neither exclusive nor exhaustive; it is based largely on materials issued by the equal opportunities commission for racial equality (*CRE*). Good practice dictates that this document will be regally reviewed and additions or amendments made as necessary.

Noel Williams
Director

VAUGHANDALE CONSTRUCTION EQUAL OPPORTUNITY POLICY.

1. DEFINITIONS.

1.1 DISCRIMINATION.

In this policy 'discrimination' means discrimination where a person is treated less favourably on ground of sex, marital status, sexual orientation, race, ethnic or national origin, nationality, colour, age, disability, creed or religion.

1.2 INDIRECT DISCRIMINATION.

In this policy 'indirect discrimination' means the imposition of a requirement or condition which is applied or would be applied equally to persons not of the same sex, marital status, race, creed, sexual orientation, ethnic or national origin, nationality, colour, age, disability, or religion but -

- i) Which is such that the proportion of persons of the same sex and marital status, race, creed, sexual orientation, ethnic or national origin, nationality, colour, age, disability or religion who can comply with it is considerably smaller than the proportion of persons not of that group who can comply with it:
- ii) Which cannot be shown to be justifiable irrespective of sex, marital status, race, creed, sexual orientation, ethnic or national origin, nationality, colour, age, disability, or religion of the person whom it is applied:
- iii) Which is to the detriment of the individual concerned because he/she cannot comply with it.

2 GENERAL STATEMENT OF POLICY.

2.1

All members of staff employed by the company and all applicants for employment will be given equal opportunity irrespective of their sex and marital status, sexual orientation, race, nationality, ethnic or national origin, colour, age, disability, creed or religion in all aspects of employment and training, e.g. in their access to posts and the terms and conditions on which employment is normally available in this company. The company is committed not only to the letter of the law, but also the promotion of equality of opportunity in all fields and will act in accordance with relevant codes of practice issued in addition to legislative requirements.

2.2

Staff employed by the company will be supplied with a copy of this policy and made aware of its provisions. This may be done, for example, by means of advertisements, job descriptions, application forms, posters, training courses, terms and conditions of employment in addition to relevant handbooks for appropriate managerial and supervisory staff.

3. RECRUITMENT AND PROMOTION.

3.1

Recruitment literature shall not imply that there is a preference for one group of applicants (e.g. use of photographs of only members of one sex or one ethnic group), unless there is a genuine occupational qualification which limits a post to a particular sex or ethnic group in which case this must be clearly stated. However, in accordance with the legislative framework certain exceptions may be applied i.e. the company may encourage persons of one sex only to apply for vacancies where, during the previous 12 months, the number of persons of that sex employed on particular work is small in comparison with the number of persons of the opposite sex employed on that day by the company. However, after encouraging such applications each candidate must be considered on his/her merits and suitability for the post and their membership of an under-represented group shall not influence the appointment.

3.2

All applicants shall be informed that the company encourages equal opportunities and operates an equal opportunity policy. Such information could be conveyed on advertisements, job descriptions or application forms.

4. TRAINING.

4.1

In line with the staff development policies and procedures it is the policy of the company that it will not discriminate in the provision of training courses.

4.2

Appropriate training shall be provided to enable staff to perform their job effectively. Such training will make provisions where necessary for individuals returning to work following a break for domestic reasons, or other special circumstances.

5. TRAINEES.

5.1

All trainees are issued with, and made aware of, the Vaughandale construction equal opportunity policy statement and how it relates to the organisation.

5.2 TRAINEES AGREEMENT.

Trainees are required to adhere to grievance and disciplinary procedures in respect of equal opportunities. Breaches of the equal opportunities policy can constitute 'gross misconduct' and may therefore be punishable by dismissal from Vaughandale construction.

5.3 SUB-CONTRACTORS.

Sub contractors are under a contractual obligation to honour the Vaughandale construction equal opportunities policy. It is the policy of Vaughandale construction that placement providers who discriminate in terms of race, colour, nationality, age, ethnic or national origins, gender, sexual orientation, marital status, religion or disability towards trainees or towards their own employees will have their contract terminated immediately.

6. TERMS AND CONDITIONS OF SERVICE AND FACILITIES.

6.1

The company will not discriminate on the basis of sex, marital status, sexual orientation, race, nationality, ethnic or national origin, colour, disability, age, creed or religion in the provision of general staff facilities and benefits.

7. MONITORING

7.1

The general manager is the nominated person responsible for monitoring the effectiveness of the equal opportunities policy with overall responsibility for its implementation and supervision remaining with the principal.

7.2

Where it appears that any employees/applicants are not being offered equal opportunities, the circumstances will be investigated by management to see if there are any policies or criteria that exclude or discourage employees and, if so, whether these policies and criteria are justifiable. Appropriate action will be taken where necessary to redress the effects of any policy criteria, which are found to have unjustifiably limited the provision of equal opportunities.

8. GRIEVANCES AND VICTIMISATION.

8.1

Any employee or trainee who believes that he or she is being discriminated against, victimised or harassed on grounds of their sex, marital status, sexual orientation, race, nationality, national or ethnic origin, colour, creed, age, disability or religion, should raise the matter with the general manager through the appropriate grievance procedures.

8.2 GRIEVANCE PROCEDURE.

THE INFORMAL STAGE.

8.3

Employees and/or trainees should be informed that they might be represented by a colleague, union representative, another employee or other person of their choice. This informal approach will not be recorded in the complainants file unless he or she so wishes to pursue the matter further. Employees must be assured that they can raise the matter directly, in confidence, with the general manager.

THE FORMAL STAGE

8.4

If the complaint cannot be resolved informally, the grievance will be formally investigated by the general manager, who will respond within a maximum period of two weeks, from here the grievance shall be resolved as quickly as practicable.

8.5

All staff and trainees are aware that discrimination and harassment are disciplinary offences, including dismissal. Where they come to management's attention independently of a grievance they will be investigated quickly under disciplinary procedures. Some cases, which begin as a grievance, may need to be incorporated into a disciplinary investigation.

9. REMEDIAL ACTION.

9.1

Where the investigations show that the grievance was justified, some or all of the following actions may need to be considered:

- a) Stop the discriminatory practice or harassment and offer the victim an undertaking about future conduct.
- b) Take disciplinary action against the discriminator or harasser, including moving or dismissing him or her where appropriate.
- c) Avoid solutions, which rely on moving the victim, but where necessary offer him or her redeployment or a different manager, or training or placement opportunities.
- d) Offer the victim suitable support or counselling where appropriate.
- e) Provide counselling and training for the offender.

10. OTHER ACTION.

10.1

This policy will only be successful where it is monitored and kept under review and consequently the company will -

- i) Maintain a record of all complaints for future analysis in order to identify problem areas, training needs and scope for further action.
- ii) Deal promptly with racist graffiti, abuse or discriminatory practices regardless of whether a complaint is made about them.

**VAUGHANDALE CONSTRUCTIONS EQUAL
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