

Beardwell Construction Limited is committed to eliminating discrimination and promoting good relations and equal opportunities.

It is the Company's policy to strive towards equality of opportunity in all aspects of employment, including vacancy advertising, selection recruitment, training, conditions of employment, promotion and where applicable disciplinary procedures and/or termination of employment. In pursuit of this aim the Company observes the Equality and Human Rights Commission guidance for employment.

To ensure that this policy is operated effectively (and for no other purpose) the Company will maintain records of employees' and applicants racial origins, gender and disability. Analysis of such records will provide the basis for monitoring the effectiveness of this policy.

The Company will ensure that all its staff are aware of and put into practice this Equal Opportunities Policy. A copy will be provided in any new recruits induction pack. Further copies can be obtained from the Company Secretary.

The Policy

Vacancy advertising

Wherever possible vacancies for positions within the Company should be advertised through several mediums of communication to ensure coverage of as many groups as possible. Vacancies where appropriate will also be notified to job centres, careers offices, schools, colleges, polytechnics etc.

All vacancy advertisements will include an appropriate short statement on equal opportunity.

Selection and recruitment

In the employment of staff, the Company seeks to actively ensure equality of opportunity and treatment for all persons, and to ensure that individuals are selected, promoted or otherwise treated solely on the basis of their relevant aptitudes, skills and abilities.

No person or group of persons applying for a job, or for contracts with the Company will be treated less favourably than any other person because of race, colour, gender, ethnic or national origin, because of the religion or sexual preference, physical disability, ill health, appearance age or marital status.

Selection criteria will be kept under review to ensure that the decision to recruit is justifiable on non-discriminatory grounds. Analysis of job applicants will identify applicants from different gender, disability and ethnic groups.

Wherever possible, more than one person must be involved in the selection interview and recruitment process.

Wherever possible women, minorities and disabled persons will be involved in the short listing and interview process.

Employees who consider that they are a victim of unlawful discrimination may raise the issue through the Company's Grievance Procedure.

Victimisation, Discrimination and Harassment will not be tolerated by the Company. Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter in the first instance with their line Manager. All complaints of discrimination will be dealt with seriously, promptly and confidentially. The Company regards these as serious offences subject to disciplinary procedures in accordance with Company procedures.

In addition to our internal procedures, employees have the right to pursue complaints of discrimination to an industrial tribunal or the Fair Employment Tribunal.

In the composition and operation of our Management the Company will be mindful of our commitment to equal opportunity.

The Company will ensure our sub-contractors and consultants are familiar with our equal opportunities policy and will expect them to adhere to this policy. The Company will promote equal opportunities and encourage applications from sub-contractors and consultants from under-represented groups. Regular monitoring

In order to fulfil our commitment to equal opportunity, the Company will constantly review and update as necessary policy and procedure for the board's approval.

Equal Opportunities Policy – Supporting Statements

- **Race Equality:** The Company will promote equality and good relations between staff and customers of different race national and ethnic groups
- **Disability Equality:** The Company and its employees will not treat a person less favourably directly or indirectly on the basis of his or her abilities and or disabilities. We promote the equality for people with disabilities
- **Equality of Employment:** The Company operates a prejudice free and supportive working environment, whether in the office or sites
- **Gender Equality/Reassignment:** The Company will not treat a person less favourably directly or indirectly due to their gender or marital status or due to their gender assignment
- **Religion:** The Company will not discriminate directly or indirectly on the grounds of Religion or belief. (Defines any religion, belief, philosophical or political beliefs.)
- **Sexual Orientation:** The Company will not discriminate directly or indirectly on the grounds of the person's sexual orientation
- **Age:** The Company will not discriminate directly or indirectly on the grounds of a person's age.

This policy will be reviewed regularly but not less than every 12 months,



Duncan Clark
Managing Director
Beardwell Construction Ltd
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