

## Equal Opportunities Policy

The Company is an equal opportunities employer.

This means that it is committed to ensuring, within the framework of the law, that the workplace is free from unlawful discrimination on the grounds of colour, race, nationality, ethnic or national origin, religion or belief, gender (including gender reassignment), marital status, sexual orientation, age, disability or any other grounds.

The Company aims to ensure that its staff achieve their full potential and that all employment decisions are taken without reference to irrelevant or discriminatory criteria.

The Company has adopted this policy as a means of helping it to achieve these aims.

### **What is discrimination?**

Direct discrimination occurs where someone is put at a disadvantage on discriminatory grounds in relation to his or her employment. Direct discrimination may occur even when unintentional.

Indirect discrimination occurs where a provision, criterion or practice has a detrimental impact on a considerably larger proportion of people of one sex, sexual orientation, religion or belief or race/nationality than another, even though it is a neutral provision, criterion or practice and which is unjustifiable and which has a detrimental impact on one person of that former group.

Disability discrimination occurs where an individual is unjustifiably disadvantaged in employment/recruitment for a reason connected with his/her disability unless the discrimination cannot be avoided by making reasonable adjustments.

Victimisation occurs where an individual is treated less favourably than colleagues are because he has taken action to assert his statutory rights or assisted a colleague with information in that regard.

### **Implementing equality of opportunity**

#### **Recruitment and Promotion**

The Company will ensure that information about vacant posts will be circulated as widely as possible, so that it may reach as wide a group as possible, regardless of colour, race, nationality, ethnic or national origin, religion or belief, gender (including gender reassignment), marital status, sexual orientation, age or disability.

No recruitment literature or advertisements will imply a preference for any one group of applicants unless there is a general occupational qualification which limits the post to a particular group, in which case this must be clearly stated. Where a particular qualification is required, the Company will (as far as reasonably practicable) state that a fully comparable qualification obtained overseas is as acceptable as a UK qualification.

The Company will avoid making any requirements when recruiting employees which would exclude a higher proportion of a particular sex or racial group. Job specifications shall be limited to those requirements which are necessary for the effective performance of the job. Interviews will be conducted on an objective basis

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and personal or home commitments will not form the basis of employment decisions except where necessary.

The Company will take all reasonable steps to recruit, employ and promote employees on the basis of ability, skill and qualification, without regard to any of the grounds referred to above. Recruitment, employment and promotion decisions will be made on the basis of fair and objective criteria.

### Training, Facilities and Benefits

All employees will be provided with the appropriate training for their needs, regardless of their colour, race, nationality, ethnic or national origin, religion or belief, gender (including gender reassignment), marital status, sexual orientation, age or disability. Gatwick Construction Limited will make no distinction based on such grounds between the training, facilities and benefits it provides its employees.

### **Monitoring**

The Company will ensure that all aspects of this policy are kept under review in order to ensure the effectiveness of its Equal Opportunities Policy. From time to time, the Company will review its selection criteria for recruitment, training and promotion to ensure they do not constitute or could lead to unlawful discrimination.

### **Responsibilities**

The responsibility for ensuring that this policy is upheld is with the Managers and Directors. They will be fully trained, informed and supervised in order to be able to carry out efficiently the equal opportunities policy and deal with any discriminatory acts.

Managers and Directors are responsible for knowing whether or not unacceptable behaviour is taking place in their particular areas of responsibility and will take preventative measures to ensure it does not occur.

If the Manager or Director becomes aware that such behaviour has occurred, he or she must respond in accordance with the Company's procedure. All complaints must be treated seriously and the failure of the Manager or Director to carry out his or her duties in respect of equal opportunities could lead to disciplinary action being taken against him.

The Company will comply Equal Opportunities Act 2010.

Signed:  Mr. Timothy Toon.

Date: 26<sup>th</sup> September 2017 Director

The Managing Director shall review and update this policy statement whenever necessary and as a minimum will review its contents annually.