

# Emerys of Bath Ltd

## Equal Opportunities Policy



### Aims:

- To build an organisation that will make full use of the talents, skills, experience and different cultural perspective available in a multi-racial and diverse society
- To respect and value the work force so that they can achieve their potential regardless of race, colour, nationality, national or ethnic origins, sexual orientation, gender, disability or age
- To follow the recommendations of the CRE's Statutory Code of Practice on Racial Equality in Employment
- To seek advice from the Equal Opportunities Commission regarding sexual equality at work, consult the Disability Rights Commission about disability in employment issues and contact ACAS to ensure that we comply with age discrimination legislation
- To make sure no-one receives less favourable treatment on grounds of race, colour, nationality, national or ethnic origins, sexual orientation, gender, disability or age
- To ensure that no-one is disadvantaged by any conditions, requirements, provisions, criteria, procedures or practices that cannot be justified on any other grounds
- To make sure that no-one is victimised for taking action against any form of discrimination or harassment
- Opportunities for employment, training, and promotion are equally open to all male and female candidates, candidates from all racial groups, candidates with or without disabilities and candidates of any age
- Selection for employment will be based on merit irrespective of race, colour, nationality, national or ethnic origins, sexual orientation, gender, disability or age
- To ensure that Emery's is free of unwanted conduct that violates the dignity of workers or creates an intimidating, hostile, degrading, offensive or humiliating environment.

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### Strategies:

- The general manager will be responsible for the day to day monitoring of the policy
- The policy will be communicated to all the workers and job applicants and will be placed on the companies web site
- Worker will be consulted regularly about the policy and about related action plans and strategies
- All workers will be trained on the policy, on their rights and responsibilities under the policy, and on how the policy will affect the way they carry out their duties
- All workers will understand what is acceptable and unacceptable conduct in the organisation
- Managers and workers in key decision-making areas will be trained on the discriminatory effects that provisions, practices, requirements, conditions, and criteria can have on some groups, and the importance of being able to justify decisions to apply them
- Complaints about discrimination or harassment in the course of employment will be regarded seriously and may result in disciplinary sanctions and even dismissal
- Opportunities for employment, promotion, transfer and training will be advertised widely, internally and externally and all applicants will be welcomed irrespective of race, colour, nationality, national or ethnic origins, sexual orientation, gender, disability or age
- All workers will be encouraged to develop their skills and qualifications, and to take advantage of promotion and development opportunities in the firm
- Selection criteria will be entirely related to the job or training opportunity
- As a building firm we will make reasonable changes to overcome physical and non-physical barriers that make it difficult for disabled employees to carry out their work and for disabled customers to access our head office
- We will consider requests for change carefully and objectively and will accommodate them if possible
- Information on the ethnic and racial background, gender, disability and age of the workers and applicants for employment, promotions and training will be collected and analysed to monitor each stage of the recruitment process. All information will be held in strictest confidence and will only be used to promote equality of opportunity

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## Strategies continued:

- Grievances, disciplinary action, performance assessment and terminations of employment, for whatever reason, will also be monitored by gender, racial group, age and disability
- All contracts between Emerys of Bath and contractors to supply goods, materials or services will include a clause prohibiting unlawful racial discrimination or harassment by contractors and their staff and by any sub-contractor and their staff. We will encourage contractors to provide equality of opportunity in their employment practices
- The policy will be review at yearly intervals
- A report on progress will be produces each year and discussed in the annual meetings
- A policy will be available for customers to read and of their rights to be treated fairly irrespective of race, colour,nationality, national or ethnic origins,sexual orientation, gender, disability or age.

Policy approved by:  
General Manager

Date: