

MAC ROOFING AND CONTRACTING LTD

EQUAL OPPORTUNITIES POLICY

Rev (3) Jan 2010

EQUAL OPPORTUNITY POLICY STATEMENT

Statement of Intent

Mac Roofing and Contracting Ltd is committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that each employee feels respected and able to give their best.

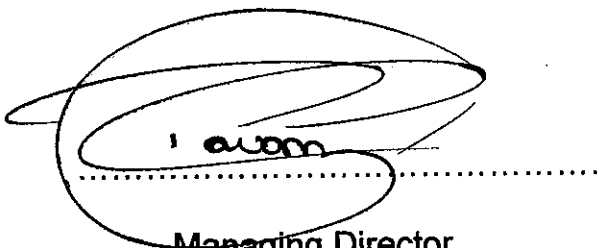
Accordingly, our employment policies for recruitment, selection, training, development and promotion are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of **race, colour, nationality, ethnic or national origin, citizenship, disability (including mental illness), age, religion or belief (including political beliefs), trade union membership or non-membership, gender including sex, marriage or civil partnership, pregnancy, maternity leave, gender re-assignment, sexual orientation**, or is disadvantaged by unjustifiable conditions or requirements.

The objective of this policy is to ensure that individuals are selected, promoted and otherwise treated solely on the basis of their relevant aptitudes, skills and abilities.

Selection criteria and procedures will be frequently reviewed to ensure that individuals are selected, promoted, and treated on the basis of their relevant merits and abilities. All employees will be given an equal opportunity, and where necessary training, to progress within the organisation.

In formulating this policy, Mac Roofing and Contracting Ltd take account of the legislative requirements as contained in the Equal Pay Act 1970 (Amendment) Regulations 2003, the Sex Discrimination Act 1975 (Amendment) Regulations 2003, the Race Relations Act 1976 (Amendment) Regulations 2003, the Employment Equality (Sexual Orientation) Regulations 2003, the Employment Equality (Religion or Belief) Regulations 2003 and the Disability Discrimination Act 1995 (Amendment) Regulations 2005, the Employment Equality (Age) Regulations 2006.

Mac Roofing and Contracting Ltd will review this policy regularly in order to ensure legislative accuracy and effective implementation.



Managing Director
Equal Opportunity Policy Rev (3)
Date: Jan 2010

15th January 2010

Date

POLICY ARRANGEMENTS

Responsibilities

- It is accepted that the overall responsibility for the implementation, monitoring and development of this policy lies with the Board of Directors of Mac Roofing and Contracting Ltd and regular review, updating and revision of the policy shall be carried out by the Directors to ensure the policy's full operation and legislative compliance;
- All management representatives professionally involved in recruitment, employee administration, training and development, have a responsibility to ensure that the specific requirements of the policy are put in place and adhered to;
- All employees have a responsibility to assist in the satisfactory implementation of this policy by accepting their personal involvement in the practical application of the policy details.

Arrangements

In order to comply with the Company's **Equal Opportunity Policy**, the following arrangements are in place :-

Recruitment

(a) Advertisements

- Advertisements shall not be unjustifiably confined to those areas or publications which would exclude or disproportionately reduce the numbers of applicants of a particular sex, age, beliefs, disability, marital status, racial or disabled group.
- All job advertisements shall be placed in local job centres as well as in the local and national press and/or relevant journals.
- Prescribing requirements, such as length of residence or experience in the United Kingdom shall be avoided and, where a particular

qualification is required, a fully comparable qualification obtained overseas is as acceptable as a United Kingdom qualification.

- Literature sent to job applicants shall include the following statement

'We are an Equal Opportunity Employer'

ie, in job advertisements, job descriptions, staff rule book, employee personal fact sheets, job application forms.

(b) Other Sources

- Recruitment shall not be carried out, in the first instance, through the recommendations of existing employees.
- Recruitment shall not be carried out using procedures by which applicants are mainly or wholly supplied through trade unions where this means that only members of a particular sex, age, beliefs, disability, marital status or racial group, or a disproportionately high number of them, come forward.
- All job and training vacancies and the application procedures shall be made known to eligible employees by being advertised on the Company Notice Board and by internal circulars.

Selection for recruitment and promotion

Selection for recruitment and promotion shall be on merit, irrespective of sex, age, marital status, sexual orientation, beliefs, disability or racial group.

(a) Criteria and tests

- A standard of English, higher than that needed for the safe and effective performance of the job, or a higher level of educational qualification, shall not be required.
- Applicants shall not be disqualified because they are unable to complete an application form unassisted, unless personal completion of the form is a valid test of the standard of English required for safe and effective performance of the job.

- Irrelevant questions or exercises on matters which may be unfamiliar to racial minority applicants (such as general knowledge questions which could be more familiar to indigenous applicants) shall not be used.
- Selection tests (when used) shall be related to the job's requirements, and shall measure the applicant's ability to do or train for the job in question.

(b) Treatment of applicants, short listing, interviewing and selection

- All staff shall be instructed not to treat casual or formal applicants from particular racial groups less favourable than others.
- When short listing and interviewing candidates, staff shall be :-
 - Clearly informed of selection criteria and of the need for their consistent application;
 - Aware of the possible misunderstanding that can occur in interviews between persons of different cultural background.
- Wherever possible, short listing and interviewing shall not be done by one person alone, but shall at least be checked at a more senior level.

(c) Selection for transfers and training

- Staff responsible for selection employees for transfer to other jobs shall apply selection criteria without unlawful discrimination;
- Staff responsible for selecting employees for training, whether induction, promotion or skill training, shall not discriminate on grounds of sex, age, beliefs, disability, marital status or racial group.
- Selection criteria for training opportunities shall be examined to ensure that they are not indirectly discriminatory.

(d) Dismissal (including redundancy) and other detriment

- Staff responsible for selecting employees for dismissal, including redundancy, shall not discriminate on grounds of sex, age, beliefs, disability, marital status or racial group.
- Selection criteria for redundancies shall be examined to ensure that they are not indirectly discriminatory.

(e) Grievances, disputes and disciplinary procedures

- Grievances from members of a particular sex or racial group shall not be ignored or treated lightly on the assumption that they are over-sensitive about discrimination.
- In applying disciplinary procedures, consideration shall be given to the possible effect on an employee's behaviour of the following :-
 - Sexual or racial abuse or other provocation;
 - Communication and comprehension difficulties;
 - Differences in cultural background or behaviour.

(f) Victimisation

- Individuals, who have made allegations or complaints of sexual or racial discrimination or provided information about such discrimination, shall not be victimised by disciplining or dismissal. It shall be understood that deliberated acts of unlawful discrimination by employees will be treated as disciplinary offences.