



EAM BUILDING CONTRACTORS Ltd

EQUAL OPPORTUNITIES POLICY

We recognise that discrimination in the workplace in any form is unacceptable and in most cases unlawful. We have therefore adopted an Equal Opportunities Policy to ensure that all job applicants and employees are treated fairly and without favour or prejudice. We are committed to applying this policy throughout all areas of employment, recruitment and selection, training, development and promotion. In all situations people will be judged solely on merit or ability. The following sets down the key points of the policy, and any breach of the policy will lead to disciplinary action which may include dismissal.

Each and every employee has a duty to observe and apply the policy at all times. The Business Development Manager, Jennifer Maxwell, will be responsible for the policy and its effective implementation. The policy will be communicated to all new employees at induction and reproduced in the employee handbook.

The policy will be implemented in accordance with the requirements of the Rehabilitation of Offenders Act, the Sex Discrimination Act, the Race Relations Act, the Equal pay Act and the Disability Discrimination Act, and their various amendments.

To ensure that we reach the widest cross section of the community, all vacancies will be advertised through the appropriate agencies, or independent media, as well as being advertised internally.

We will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic, or national origin, sex, marital status, sexual orientation, disability, political opinion/affiliation, age religion or belief.

Our application form will be as simple and straight forward as possible and we will not ask for unnecessary information.

Interview questions will be related to the requirements of the job and we will not seek irrelevant qualifications. Applicants will be short listed/selected solely on the basis of capability.

Each and every employee has an obligation to make a positive contribution towards engendering an environment of equal opportunity throughout the business.



**EAM BUILDING CONTRACTORS LTD TRADING AS EAM BUILDING GROUP
EQUAL OPPORTUNITIES POLICY DOCUMENT**

The Grievance Procedure is available to any individual who believes that they have been discriminated against, and we would urge those individuals to pursue their rights through this channel.

To help it to fulfil its commitments to equal opportunity, the company will collect and monitor records of the ethnic/racial origin of all those seeking employment with the company.

In hiring Contractors and other agencies to work for it, EAM will ensure that such Sub-contractors and agencies agree to and uphold its principles of equal opportunities and especially in relation to the staff they employ for such work.

