



EQUAL OPPORTUNITIES AND DIVERSITY POLICY STATEMENT

The Director responsible for Equal Opportunities and race relations is the Chairman of the company.

POLICY STATEMENT

This company is an Equal Opportunity employer. The aim of this policy is to ensure that no job applicant or employee receives less favourable treatment on grounds of gender, race, disability, color, nationality, ethnic or national origin, marital status including civil partnerships, sexuality, pregnancy, maternity, responsibility for dependents, religion, trade union activity or age. Selection criteria and procedures will be kept under review to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees will be encouraged to progress within the organisation to ensure that direct or indirect discrimination is not occurring, recruitment and other employment decisions will be regularly monitored in conjunction with ethnic records of job applicants and existing employees. The Company is committed to a programme of action to make this policy fully effective.

In the promotion of the policy, the company will endeavour to meet in full the statutory requirements of the Equality Act 2010.

1. RECRUITMENT

1.1 The criteria for Recruitment is based on qualifications, experience, ability and merit.

1.2 Unsolicited applications.

1:2:1 By letter

To be screened and acknowledged in writing.

If vacancies exist, suitable applications to be filed for future requirements as in 1:3:2.

1:2:2 By visit to site or reception.

If vacancies exist all applications are to be passed to the recruiting manager for an evaluation as in 1:1. If no vacancies exist applications need to be filed for future requirements.

1.3 Solicited applications.

Use will be made of job centres and the career service; advertisements will be placed in the media / trade press and recruitment agencies may be used. stating qualification and experience requirement

Response to be in writing.

1:3:1 Applications to be screened and graded as in 1:1 for interview.

1:3:2 Interviews arranged and conducted as in 1:1.

1:3:3 Appointments to be evaluated from criteria as in 1:1.

1.4 Recruitment is a standing item at the monthly board and management meetings.

1.5 Guidelines regarding recruitment

To ensure we recruit employees on a fair and non-discriminatory basis we will:

1:5:1 Not recruit by word of mouth.

1:5:2 Ensure the wording of job adverts does not place unfair restrictions on any particular group.

1:5:3 Ensure all adverts state 'We are an Equal Opportunities Employer'.

1:5:4 Ensure all applicants declare their ethnic origin if they so desire.

2. PROMOTION

2.1 The criteria for promotion is based on qualification, experience, ability and merit and are formulated across the requirements of all Group companies.

2.2 Company promotion

2:2:1 At staff management level, promotion decisions are based on experience, ability and qualification and are identified by the Group Managing Director (being also the Company Chairman).

2:2:2 At staff and operative level promotion decisions are based on experience, ability and qualification and are identified by the company Managing Director.

2:2:3 Promotion recommendations in 2:2:1 and 2:2:2 are ratified at monthly board meetings under a standing agenda item.

2.3 Positive Action

Where we find a particular group as identified in our policy statement are underrepresented at a particular grade or occupation, we will encourage existing employees or potential employees from these groups to apply for these positions.

3. TRAINING

3:1 Training requirements are evaluated under the control procedure (6).

3:2 On recruitment all staff to receive induction training on:

3:2:1 Health and Safety (Health, Safety & Environmental advisor)

3:2:2 Operational requirement Departmental Manager

3:2:3 Vocational requirement Departmental Manager

3:2:4 Disciplinary procedures Departmental Manager

3:2:5 Group company culture Departmental Manager

3.3 Vocational and professional training

3:3:1 Assessed requirements based on ability and merit to receive relevant training, day release to colleges, universities and craft schools.

3.4 Management training

3:4:1 Assessed employees with identified capabilities based on ability and merit to be sponsored to courses at colleges, universities and craft schools.

4. TRANSFER

4.1 Transfer opportunities inter departmentally are identified within the criteria governing promotion.

4.2 Transfer opportunities inter group companies are identified within the criteria governing promotion.

5. GRIEVANCE, DISCIPLINARY AND DISPUTES PROCEDURES

5.1 Any grievances or complaints from our diverse or ethnic minority employees will be treated seriously and thoroughly investigated by the company.

5.2 Unlawful discrimination at any level within the company will not be tolerated. Any employee found guilty of discrimination or harassment, verbal abuse or inducing others to discriminate will be disciplined in accordance with our disciplinary procedure which may lead to dismissal.

6. STAFF APPRAISAL AND CONTROL

- 6.1 Control of recruitment, promotion and training together with staff assessment is evaluated at weekly, monthly and annual levels.

This will ensure the correct training, supervision and instruction for all department heads in order to familiarise them with the companies policy on equal opportunities, and in order to help them identify discriminatory acts or practices and to ensure that they promote equal opportunity within the departments for which they are responsible.

All persons responsible for selecting new employees, employees for training, whether induction or promotion training, or for transfer to other jobs, will be instructed not to discriminate on gender or racial grounds of the employee's disability or sexual orientation.

Where a promotional system is in operation, the assessment criteria will be examined to ensure that they are not discriminatory.

The promotional system will be checked from time to time in order to assess how it is working in practice.

The Company ensures that there is no unlawful, direct or indirect discrimination against any individual or group of workers in relation to race, sex or type of disability, ensuring no persons are excluded from access to promotion, transfer and training and to other benefits. The promotional system will be reviewed to ensure that there is no unlawful, indirect discrimination taking place.

Where general ability and personal quality are the main requirements for promotion to a post, care will be taken to consider favorable candidates of all races, both sexes, and all classes of disability, with different career patterns and general experience.

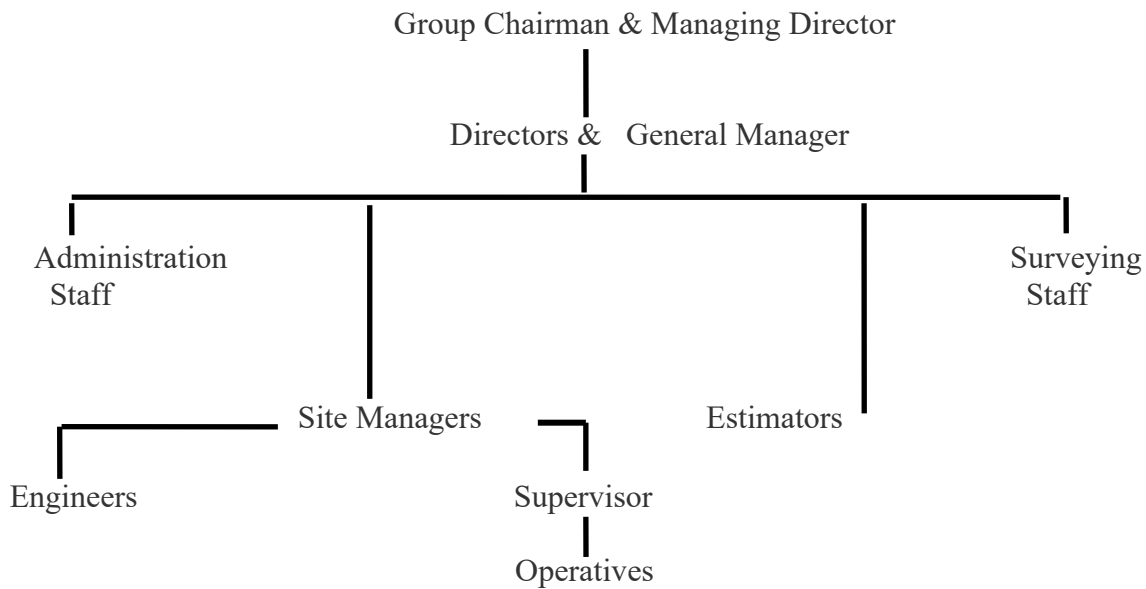
6.2 Annual assessment

6:2:1 All employees are assessed constantly and also annually on:

- A. Work efficiency
- B. Personal relationships
- C. Team spirit
- D. Training needs
- E. Career development
- F. Problem solutions

Reports are constructed by consensus of interviewee and interviewer.

6:2:2 Assessment sequence



6.3 Monthly assessment

6:3:1 Monthly Board Meetings

- A. Agenda item staff assessment promotion/transfer
- B. Agenda item staff assessment training/welfare

6:3:2 Quarterly Management Meetings

- A. Agenda item Manager's assessment for promotion and training
- B. HS & E advisors report and training recommendation
- C. Quality Managers report and recommendations

6:3:3 Directors monthly site visit

- A. Efficiency and requirements
- B. Productivity and requirements
- C. Safe working

6.4 Weekly assessment

- A. Managers assessment on efficiency and safety
- B. HS & E advisor assessment on site safety
- C. Weekly/daily assessment by site manager on operational efficiency and safety

7. MONITORING

The company created and maintains employment records in order to monitor the progress of this policy, this will involve:

- a) The collection and classification of information regarding the ethnic origin, sex and disability of all current employees and job applicants.
- b) The company will examine by ethnic origin, sex and disability the distribution of employees and the success rate of applicants over a period of time.
- c) The results of such monitoring will be used to assess the effectiveness of the implementation of the equal opportunities policy. If necessary, adjustments will be made to the policy to ensure that equal opportunities are afforded to all applicants and staff.
- d) If evidence is provided by employees or others which suggests that the policy is ineffective this will be investigated, and appropriate action taken.

It is understood that the foregoing policy will be subject to amendment from time to time.

The company strives at all times to promote equal opportunities and race relations.

The company policy on racial equality in recruitment, selection, training, promotion, discipline and dismissal is provided in writing to all levels of management and supervisors.

This policy is available to all employees on request and has been included within the QSE manual.


Signed:.....

Dated: 1st April 2025

A J Sowards G F Tomlinson Group Chairman & Managing Director