

# EQUAL OPPORTUNITIES POLICY

## Principle

**Cheetham Hill Construction Limited is an equal opportunity employer. It is Company policy that there shall be equal opportunity for and no discrimination against ALL employees or applicants for employment with the Company on grounds of sex, colour, age, race, nationality, ethnic/national origins, religious beliefs, sexual orientation, gender reassignment, marital status or disability. This policy extends not only to recruitment but also to opportunities for development and training and promotion within the Company.**

## **1. Legislation Covering Equal Opportunities**

The law states that Companies must offer equal opportunities of employment to both potential and existing employees. Legislation states that the following is unlawful:

- 1.1 To discriminate against men or women on the grounds of sex or marriage when selecting for recruitment, training, transfer, promotion, or dismissal.
- 1.2 To discriminate on racial grounds (including race, colour, nationality and ethnic/national origin) when selecting individuals for recruitment, training, transfer, promotion or dismissal.
- 1.3 To unjustifiably discriminate against an individual on the grounds of his/her disability in relation to recruitment, promotion, training, terms and conditions of employment and dismissal.
- 1.4 To discriminate between men and women in pay and other terms of their employment contract.
- 1.5 To discriminate on the grounds of membership of a Trade Union.
- 1.6 To discriminate against anyone who, in good faith, discloses information of Company wrongdoing in accordance with the public interest disclosure legislation.
- 1.7 To discriminate against anyone on the grounds of their religious beliefs or sexual orientation/gender reassignment.
- 1.8 To discriminate against anyone on the grounds of their age.

## **2. Types of Discrimination**

Discrimination at work can occur in several ways. The company aims to ensure that no practices, procedures, attitudes, or behavior allow discrimination. The following types of discrimination at work will not be tolerated:

- 2.1 **Direct Discrimination** - is when an individual is treated less favourably because of their sex, age, sexual orientation, gender reassignment, religious beliefs, marital status, race or disability in any aspect of their employment.
- 2.2 **Indirect Discrimination** - is when an unjustifiable requirement or condition is imposed on a group of people which seems to be the same for everyone, but actually has a disproportionately unfair effect on some individuals only because of their sex, age, sexual orientation, gender reassignment, religious beliefs, marital status, race or disability.
- 2.3 **Victimisation** - Is when a person is treated less favourably because they have taken action or sought the protection of the legislation as described in Section 1 above.

### 3. **Equal Opportunities Policy in Action**

Through the Equal Opportunities Policy, the Company aims to:

- attract the best individuals with the right skills and experience to the jobs available
- use the talents of the workforce effectively
- improve motivation and performance amongst employees
- provide a stimulating and productive atmosphere that improves the quality of working life
- create an environment in which individual differences and the contributions of all our staff are recognized and valued
- ensure training, development and progression opportunities are available to all staff

3.1 **Recruitment & Selection** - The Company aims to ensure that there is no unlawful discrimination at any stage of the recruitment process (i.e. advertising jobs, short-listing applications, interviewing/assessment procedures and the final selection decision. This is achieved by:

- ensuring job descriptions and skills, knowledge and experience requirements contain characteristics appropriate and relevant to the job;
- structuring interviews so that no discriminatory questions are asked;
- assessing skills and ability through appropriate selection activity;
- ensuring all selection decisions are based on the agreed criteria and apply equally to all candidates.

3.2 **Training & Promotion** - The Company aims to ensure that equal access to training, promotion and career opportunities is provided by:

- ensuring that the selection criteria for training and development opportunities are fair and objective.
- designing a Performance Management process in which fair and objective appraisals are undertaken.

### 4. **Monitoring and Reporting**

All employees must ensure that their actions comply with the Company's Equal Opportunities Policy at all times. Human Resources will be responsible for developing and implementing monitoring systems to ensure that the Company's Equal Opportunities Policy is observed, within the guidelines set by the Data Protection legislation.

This information is confidential, and access is restricted. The data will be used to monitor policies and procedures and support changes to practices when needed, and to ensure that appropriate equal opportunities training is provided for employees.

### 5. **Breaches of Equal Opportunities Policy**

The Company will regard any breach against the Equal Opportunities Policy as a serious disciplinary offence, which may result in disciplinary action being taken against an employee, which may be either a formal warning or summary dismissal dependent on the seriousness of the offence.

Signed:  .....

Date: ...05/07/2023.....

Name: Howard Chamberlain – Managing Director

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