

EQUAL OPPORTUNITIES IN EMPLOYMENT POLICY STATEMENT

General Policy

We confirm that there will be no discrimination to any party either singularly or collectively during the implementation of our contract works by our on site representatives. Wyevale will continue to monitor the provision and application of its services on an on-going basis to ensure that discrimination does not occur.

Wyevale is an Equal Opportunity Employer. The aim of this policy is to ensure that no job applicant or employee suffers Direct discrimination by receiving less favourable treatment on the grounds of gender, pregnancy, race, disability, colour, nationality, ethnic or national origin, marital status, sexuality, responsibility for dependents, religion, trade union activity and age. Neither shall an employee suffer Indirect Discrimination arising where a condition or requirement, although applied equally to the above groups listed in the Policy Statement, has the effect of excluding, penalising or treating less favourably any of these groups, and cannot be shown to be justifiable and will be to the detriment of those who cannot comply with it.

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 given equality of opportunity within the company's service and 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 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.

We will ensure that all new job applicants are aware of this policy.

We will monitor the make up of our workforce from different gender, disability and ethnic groups when:

- In post and/or applying for posts
- Training and development opportunities
- Disciplinary action
- Leaving employment

If the monitoring reveals under representation of a particular group the company will take positive action to make changes whilst still ensuring that actual recruitment to all jobs will be strictly on merit. Actions will include a review of where advertising is being undertaken, comparison with previous advertising and what changes could be made, training for both interviewers and where possible special training for some groups to prepare them to compete for and undertake development training.

Reporting on any relevant findings are distributed to all offices the results of which are displayed on staff notice boards.

When recruiting through Agencies we do not indicate preference to certain groups or select Agencies because of their particular source of applicant.

Recruitment is advertised freely and not in the first instance through reference to the existing workforce. All advertising in any media source will clearly state that Wyevale is an Equal Opportunities Employer.

We do not advertise through any Union or source that limits membership to any particular group.

All employees will be made aware of any job or training vacancies through displaying all advertisements on the company web site and staff notice boards located within each contact office.

During induction training on commencement of employment all employees will be made aware of company procedures, location of staff notice board etc. All employees are issued a Staff Handbook, which contains all the company policies including the Equal Opportunities Policy Statement and are advised of any changes in any policy or procedure in writing following an update.

Employment Policy

Selection Processes

- In order to avoid direct or indirect discrimination selection criteria and tests will be related to job requirements so that they are not unlawfully discriminatory.
- For example, a standard of English higher than that needed for the safe and effective performance of the job or clearly demonstrable career pattern should not be required or a higher level of education qualification than is needed.
- We shall not disqualify applicants 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.
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- Overseas degrees, diplomas and other qualifications, which are comparable with UK qualifications, will be accepted as equivalents, and not simply be assumed to be of an inferior quality.
- Selection tests which contain irrelevant questions or exercises on matters, which may be unfamiliar to racial minority applicants, will not be used (for example, general knowledge questions on matters more likely to be familiar to indigenous applicants).
- Selection tests will be checked to ensure that they are related to the job's requirements: an individual's test marking should measure ability to do or train for the job in question.
- The Company is aware that a person may discriminate without being conscious of that they are acting in a discriminating way. The above process should be followed to ensure that there is no discriminatory conduct.

Treatment of Applicants

In order to avoid direct or indirect discrimination: -

Reception and personnel staff will not treat casual or formal applicants from particular groups less favourably than others.

In addition when short listing, interviewing and selecting candidates they will be:

- Clearly informed of selection criteria and of the need for their consistent application.
- Given guidance or training on the effects that generalised assumptions and prejudices about race, disability, gender, etc., can have on selection decisions.
- Made aware of the possible misunderstandings that can occur in interviews between persons of different cultural backgrounds.

Wherever possible, short listing and interviewing will not be done by one person alone but will at least be checked at a more senior level.

Transfers and Training

In order to avoid direct or indirect discrimination we shall ensure that:-

- When selecting employees for training, whether induction, promotion or skill training we will not discriminate on any discriminatory grounds as set out in the general policy statement.
- Selection criteria for training opportunities will be examined to ensure that they are not indirectly discriminatory.
- The company shall monitor the level of transfers and determine why and who and how many staff have been affected. Employees who complain of discrimination will not automatically be transferred.

Dismissal

- When selecting employees for dismissal, including redundancy, we will not discriminate on any discriminatory grounds as set out in the general policy statement.
- Selection criteria for redundancies should ensure that they are not indirectly discriminatory.

Performance Appraisals

- When undertaking performance appraisals we do not discriminate on any discriminatory grounds as set out in the general policy statement, e.g., racial grounds.
- The Managing Director and management will ensure that assessment criteria are not unlawfully discriminatory.

Terms of Employment Benefits, Facilities and Services

- Terms of employment shall be non discriminatory on racial grounds
- A copy of this Policy Statement will be prominently displayed at each contract office for the benefit of our employees.

Grievance, Disciplinary and Disputes Procedures

Employee(s) found guilty of discrimination, harassment, verbal abuse, physical violence and inducing others to discriminate will be disciplined.

In applying disciplinary procedures consideration will be given to the possible effect on an employee's behaviour of the following amongst other things:-

- Communication and comprehension difficulties,
- Differences in cultural background or behaviour.

Cultural and Religious Needs

Where employees have particular cultural and religious needs which conflict with existing work requirements, we will consider whether it is reasonably practicable to vary or adapt these requirements to enable such needs to be met. For example, we will not refuse employment to a turbaned Sikh because he could not comply with unjustifiable uniform requirements.

Other examples of such needs are:

- Observance of prayer times and religious holidays
- Wearing of dress such as saris and the trousers worn by Asian women.

Victimisation

It is unlawful to victimise any individual who has pursued a case, complaint or allegations of discrimination and any such case will be dealt with by disciplining and/or dismissing.

Equal Opportunity Representations

The Company's Equal Opportunities representative is Mr. David G Brew (Managing Director) who is responsible for the policy's overall implementation.

Signed:

Managing Director

Dated 1 March 1995

01. Amended 24 March 1997
02. Amended 26 September 1998
03. Amended 30 September 1999
04. Amended 7 February 2001
05. Amended 31 May 2002
06. Amended 12 June 2002
07. Amended 20 May 2003
08. Amended 01 September 2003
09. Amended 21 July 2006
10. Amended 23 March 2007