

Rodger (Builders) Limited

Station Road

Earlston

TD4 6BY

Tel:01896 849 711

Fax: 01896 848 063

e-mail: admin@rodger.co.uk

COMPANY EQUAL OPPORTUNITIES STATEMENT

RODGER (BUILDERS) LTD. IS AN EQUAL OPPORTUNITIES EMPLOYER

The aim of our policies is to ensure that no employee or job applicant is treated less favourably than another on grounds of sex, marital status, age, race, nationality, national or ethnic origin, colour, political or religious beliefs, or disability.

Appointment to Rodger (Builders) Ltd and promotion within the company will be considered solely on the basis of merit, ability and the needs of the company.

Rodger (Builders) Ltd is committed to ensuring the effectiveness of these policies. To this end, while overall responsibility for monitoring and reviewing the effective working of the policies and procedures for their delivery has been vested in William Rodger, it is acknowledged that responsibilities also lie with all individuals involved in recruitment and employee administration.

It is the duty of all employees of Rodger (Builders) Ltd to accept their personal involvement in the effective implementation of the equal opportunities policies. Should it be found that an employee has breached the policies, the disciplinary procedure will be invoked. By the same token, any employee who believes that he or she has been treated unfairly in any respect of the policies will be entitled to raise the matter.

Signed on behalf of the Board of Directors

William W Rodger

COMPANY EQUAL OPPORTUNITIES POLICY

Rodger (Builders) Ltd is an equal opportunities employer and is opposed to any form of discrimination on grounds of sex, marital status, age, race, nationality, national or ethnic origin, colour, political or religious beliefs, or disability.

All employees of the company, whether full-time, part-time or temporary will use their best endeavours to promote the observance of the Sex Discrimination Act 1975, Equal Pay Act 1970, Race Relations Act 1976, Disability Discrimination 1995, Fair Employment Act (NI) 1989 and subsequent amending legislation and undertake to observe as far as possible, to codes of practice approved by Parliament which cover equal opportunities in employment. The provisions of the legislation apply to recruitment and in the provision of goods, facilities and services.

1. Definitions

- 1.1 Discrimination: In these policies it is defined as an act whereby the employer or one of the employees discriminates against another person in employment, recruitment, training, promotion, transfer, dismissal or selection for redundancy on grounds of sex, marital status, age, race, nationality, national or ethnic origin, colour, political or religious beliefs, or disability.
- 1.2 Indirect discrimination: means the imposition of a requirement or condition which is applied or would be applied equally to everyone but
 - a. which is such that the proportion of persons of the same sex, marital status, age, race, nationality, national or ethnic origin, colour, political or religious beliefs, or disability who can comply with it is considerably smaller than the proportion of persons not of that group who can comply with it;
 - b. which cannot be shown to be justifiable irrespective of sex, marital status, age, race, nationality, national or ethnic origin, colour, political or religious beliefs, or disability of the person to whom it is applied;
 - c. which is to the detriment of the individual concerned because they are unable to comply with it.

2. Statement of Policies

Rodger (Builders) Ltd aims to ensure that no applicant or current employee receives less favourable treatment on grounds of sex, marital status, age, race, nationality, national or ethnic origin, colour, political or religious beliefs, or disability, and encompassed within that aim is the legal obligation that all individuals are to be selected, promoted, and treated on the basis of their relevant skills by merit and ability.

3. Implementation, monitoring and review of the policies

3.1 William W Rodger, who is a Director of the company, will be designated as the Equal Opportunities Officer, (EOO) and will be responsible for implementing the company's policies.

3.2 The Equal Opportunities Officer will establish an Equal Opportunities Committee which will consist of the EOO who will act as Chairman and three other members of staff representing respectively the Personnel Department Clerical staff and Site staff. The Committee may co-opt any other Director/employee of the company as a temporary member of the committee to deal with a specific problem. The Committee will meet at six monthly intervals and make reports and recommendations to the Board of Directors.

The EOO will be responsible to, and report to the Managing Director.

The EOO shall deal with all routine enquiries relating to Equal Opportunities and will have the power to call a special meeting of the committee to discuss any problems in respect of the day to day operation of the policies

3.3 The Personnel Department representative on the Committee will provide statistical information in respect of employees and job applicants with reference to sex, marital status, age, race, nationality, national or ethnic origin, colour, political or religious beliefs, or disability, grade (if employee) or position applied for (if job applicant) and job description.

3.4 The Committee shall monitor the company's recruitment, employment, promotion, discipline and grievance procedures and copies of relevant documents must be provided to the Committee by staff on request for monitoring purposes.

3.5 Details of all changes in staff responsibilities and promotion should be provided to the EOO together with the reasons for the change and information relating to any other member of staff who had shown interest or was being considered in respect of promotion and the reasons why they were not selected

4. Training and Equal Opportunities Awareness

4.1 The EOO and Committee will ensure that all employees are aware of the company policies and their responsibility to make them effective.

4.2 All personnel involved in management, selection and dealing with the public shall be given training and guidance in the law and implementation of the company policies.

4.3 The committee will establish training courses and make recommendations in respect of those staff to receive training.

5. **Grievance, Complaint and Discipline Procedures**

The Committee will ensure that all employees are aware of their right to raise a complaint or grievance in respect of discrimination under the company procedure and the right of appeal. The company will take disciplinary action against any employee who is proven to have acted in a discriminatory fashion in breach of the policies.

NB: The Company Handbook sets out the company's grievance and disciplinary procedures. Job applicants should have access to a complaints procedure on the same basis.

6. **Recruitment**

6.1 The Committee will monitor all advertising to ensure that direct or indirect discrimination is not present. All advertisements relating to vacancies must state that the company is an Equal Opportunities employer and copies of the advertisement must be provided to the Committee.

6.2 Everyone who attends for an interview will be made aware of the Equal Opportunities policies operated by the company.

6.3 The Committee must monitor all job applications to ensure that the company does not discriminate on the basis of possible assumptions that individuals, because of their sex, marital status, age, race, nationality, national or ethnic origin, colour, political or religious beliefs, or disability possess characteristics which would make them unsuitable for employment, generally or specifically. Examples of such assumptions might be:

- a. possess poor mental/physical ability;
- b. be unsuitable for the job because of a feeling that certain types of work are only suitable for a member of the opposite sex or of single status;
- c. possess limited career intentions;
- d. be unwilling to undertake training; or
- e. have limitations imposed by so-called traditional interests and experience.

6.4 The Company will undertake to notify the Local Careers Office/Job Centre in respect of all vacancies and advise them of the Company Policies.

7. **Existing Practices, Policies and Procedures**

The Committee will carry out statistical analysis of the present workforce and take action to redress any failure in Equal Opportunities that exists within the company.

8. **Review of Policies**

The Committee will place on the agenda for every meeting the subject of the Equal Opportunities Policies itself and analyse its performance against the statistics provided. In the event there is seen to be a failure of the Equal Opportunities Policies amendments will be made by the Committee.

9. **Employees Obligations**

The Company requires all employees to take action to ensure that the Equal Opportunities Policies are effective. Before making a decision or taking action, consider what the implications are in respect of equality. For example, you must not

- a. pay a different rate to men and women who do the same job;
- b. ask questions that only apply to one sex or ethnic group when interviewing;
- c. give a job title that by implication excludes one sex.

IF YOU ARE IN DOUBT ABOUT EQUAL OPPORTUNITIES AND HOW YOU ARE AFFECTED CONTACT THE COMPANY'S EQUAL OPPORTUNITIES OFFICER AT ONCE.

EQUAL OPPORTUNITIES POLICY

MONITORING OF APPLICANTS

Rodger (Builders) Ltd accepts its responsibility as an equal Opportunities Employer, and has adopted an Equal Opportunities Policy which includes provision for monitoring the effectiveness of our policies. Our aim is to ensure the fair and equal treatment of all job applicants, and to meet the requirements of Equal Opportunities legislation.

You are therefore requested to complete fully the questions overleaf and return this Monitoring Form in the enclosed addressed envelope; this will ensure that the details on the form will not be seen by any person involved in the recruitment process. You should send your completed Application Form to the address indicated in the job advertisement - do not seal it in the same envelope as this form, as this will cause a delay in your application being received.

We wish to give you the following assurances in relation to the information you provide:

2. The data from this form is for statistical purposes only, and will not be used in any way in connection with shortlisting;
3. The Monitoring Form will be received by a member of staff who is not in any way involved in the recruitment process, and will be kept separate from your Application Form at all times; and
4. The information you provide will not be used in any way against you, and will be treated in the strictest confidence.

If you have any queries regarding the completion of the Monitoring Form, please do not hesitate to contact:

William W Rodger (Director)

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