

## **EQUAL OPPORTUNITIES POLICY**

*Arthur M. Griffiths & Son Ltd.*, is an equal opportunity employer. The aim of this policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, race, disability, colour, nationality, ethnic or national origin, marital status, sexuality, responsibility for dependants, religion, trade union activity and age (up to 65). 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 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 affective.

All managers will be issued with a copy of the Companies Equal Opportunities Policy and a copy of the Race Relations Code of Practice; they will be expected to implement the principals in their day to day management duties. A copy of both documents will be available to employees at all times.

Mr. M. J. Walsh will have responsibility for the implementation of the Equal Opportunity Policy and will oversee the monitoring.

*Arthur M. Griffiths & Son Ltd.*, will ensure that when advertising job vacancies we do not confine advertisements to those areas or publications which exclude or disproportionately reduce the numbers of applicants of a particular racial group.

*Arthur M. Griffiths & Son Ltd.*, will seek to use a wide range of organisations and publications to advertise its vacancies (e.g.. local schools, youth clubs, job centres, careers offices, ethnic minority and local press, race equality councils) with the aim of attracting interest from the wider community.

The Company will ensure that the wording of the adverts does not place unfair restrictions or requirements on a particular racial group or groups, e.g.. specifying length of residence in the UK, requesting specific qualifications which are not necessary for the effective performance of the job.

The Company will ensure that all adverts include wording demonstrating the Company's commitment to equality of opportunity and encouraging applications from underrepresented groups for jobs with the Company.

Application forms will have a space for all applicants to declare their ethnic origin (for monitoring purposes only).

All future job advertisements and literature forwarded to job applicants will incorporate the statement that we are 'An Equal Opportunities Employer'.

All job and training vacancies and the application procedure will be made known to all eligible employees, and not in such a way as to exclude or disproportionately reduce the numbers of applicants from a particular racial group. The company will ensure that all employees have equal access to training and development opportunities.

All persons responsible for recruitment, selection, promotion and transfer of staff will receive ongoing training in equal opportunities.

Training will achieve two objectives:

- i) Enable employees to recognise their own and the Company's obligation under the Race Relations Act 1976.
- ii) Develop the necessary skills to translate the equal opportunities in employment policy into practice.

*Arthur M. Griffiths & Son Ltd.*, consider victimisation and harassment of any employee as a serious disciplinary matter which may result in the following:

- i) Disciplining them
- ii) Dismissing them
- iii) Transferring them (unless this is requested by the victim(s))
- iv) Subjecting them to any other detriment (e.g.. moving them into a lower paid/status job.)

The Equal Opportunities Policy will be clearly communicated to all employees through notice boards at Head Office and all site offices and also by insertion into future contracts of employment.

In order for the policy to be fully effective the Company will monitor the make up of its existing workforce (by keeping a record of the ethnic origin and grade). In addition the Company will monitor recruitment and selection process by keeping a record of the application rate, those shortlisted for interview and job starters in relation to their ethnic origin and grade.

Signed: .....

Dated: .....