



EQUAL OPPORTUNITIES POLICY

Underpin & Makegood (Contracting) Ltd is committed to the principle of equal opportunity in Employment.

Accordingly, policies for recruitment, selection, training, development and promotion are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or natural origin, disability, trade union membership or non-membership, age, sex or marital status. The objective of this policy is to ensure that individuals are selected, promoted or otherwise treated solely on the basis of the relevant aptitudes, skills and abilities.

Management has the primary responsibility for the successful implementation of the policy by: -

- Not discriminating in the course of employment against fellow employees or job applicants
- Not inducing or attempting to induce others to practice unlawful discrimination.
- Communicating the policy to all workers and job applicants.
- Training all workers on their rights and responsibilities under the policy.
- Providing training for all Manager and those who work in key decision making areas on the discriminatory effects that provisions, practices, requirements, conditions and criteria can have on some groups, and the importance of being able to justify decisions to apply them.
- Bringing to the attention of employees that they will be subject to disciplinary action for failure to adhere to the policy.
- Taking all necessary steps to ensure that employees are legally entitled to work in the UK, making sure that employees from outside the EU have permission to work here by checking the validity of documents and keeping copies of them for two years after the employment has come to an end.

Individual employees have the responsibility to ensure that they assist Underpin and Makegood in achieving these objectives by: -

- Not discriminating in the course of employment against fellow employees, customers, suppliers or members of the public with whom they come into contact during the course of their duties
- Not inducing or attempting to induce others to practice unlawful discrimination
- Reporting any discriminatory action to Mr D Gakhar, Managing Director

The successful operation of this policy necessitates a contribution from each employee and workers will be regularly consulted about the policy, related action plans and strategies. All employees have an obligation to report any discrimination known to them.

Employees who consider they are the victim of unlawful discrimination may raise the issue through the established grievance procedure.

This policy is intended to cover all aspects of employment from vacancy advertising, selection, recruitment and training to conditions of service, equal pay and reasons for terminating employment. To ensure this policy is operating effectively (and for no other purpose), Underpin and Makegood maintains records of employees' and applicants' racial origins, gender and disability.

On-going monitoring and regular analysis of such records provide the basis for appropriate action to eliminate unlawful direct and indirect discrimination and promote equality of opportunity.

Requirements, conditions, provisions, criteria and practices will be reviewed regularly, in the light of the monitoring results and revised if they are found to, or may, unlawfully discriminate on of the grounds as previously stated.

Underpin and Makegood's long term aim is that the composition of its workforce reflects that of the community. Targets will be set for groups in the community that are identified as not being represented in the workforce. Where necessary, special steps, as permitted by the relevant Acts of Parliament, will be taken to disadvantaged or unrepresented groups to compete for jobs on a genuine basis of equality.

Signed  Dated: October 2019
David Gakhar MD

THE POLICY

Vacancy Advertising

Wherever possible, all vacancies will be advertised simultaneously internally and externally. Steps will be taken to ensure that knowledge of vacancies reach unrepresented groups internally and externally. Wherever possible, vacancies will be notified to job centres, careers offices, schools, colleges, polytechnics, universities etc with significant minority group rolls, as well as to minority press/media and organisations.

Vacancy advertisements will include an appropriate short statement on equal opportunity.

Selection and Recruitment

Selection criteria (job description and employee specification) will be kept under contact review to ensure that they are justifiable on non –discriminatory grounds as being essential for the effective performance of the job. Wherever possible, more than one person is involved in the selection interview and recruitment process and all will have knowledge and training in our equal opportunities policies.

Wherever possible, women, minorities and disabled persons will be involved in the short-listing and selection process. Reasons for selection and rejection of applicants for vacancies is to be recorded.

Personnel Records

In order for us to ensure the effective operation of the Equal Opportunities Policy (and for no other purpose) a record will be kept of all employees' and job applicants' gender, racial origins and disability. Where necessary, employees will be able to check/correct their own record of these details. Otherwise, access to this information is strictly restricted. Such records are analysed regularly and any appropriate follow-up action taken.

General

The objectives of the Equal Opportunities Policy are to: -

- Ensure the Underpin and Makegood have access to the widest labour market and secures the best employees for our needs
- Ensure that no applicant or employee receives less favourable treatment, and that, wherever possible, they are given the help they need to attain their full potential
- Achieve an ability based workforce which accords with the working population mix in our relevant labour market areas
- We recognise that the cooperation of all employees is essential for the success of this policy. However, ultimate responsibility for achieving the policies objectives, and for ensuring compliance with the relevant Acts of Parliament as well as the various Codes of Practice, lies with the Directors and culture in Underpin and Makegood. Behaviours or actions against the spirit and/or letters of the laws on which this policy is based will be considered serious disciplinary matters, and may, in some cases, lead to dismissal.