

Equal Opportunities Policy

Statement

Mick George Limited is committed to providing equality of opportunity for all. The company seeks to employ a workforce that reflects the diverse community at large and values the individual's contribution irrespective of sex, age, marital status, disability, sexual orientation, gender reassignment, race, colour, religion or belief, ethnic or national origin.

This policy also seeks to provide a working environment that is free from prejudice, discrimination, victimisation, bullying or harassment. All employees will be treated with dignity and respect and the aim of the policy is to encourage harmony and respect amongst individuals, thereby promoting good working practices and maximising individual performance.

Mick George Limited will not tolerate acts and attitudes which breach this policy and all instances of such behaviour or alleged behaviour will be investigated and if proven, subject to the company disciplinary procedures. Each individual has a responsibility to ensure they do not breach this policy and also has a duty to report to Management any individual who does breach this policy.

This policy covers all aspects of employment from vacancy advertising, recruitment, selection, training and promotion.

The policy is prominently displayed on the employee notice board. Any employee who has a query regarding the company's Equal Opportunity Policy should, in the first instance contact their Line Manager. If an employee believes that they may have been subjected to treatment, which breaches this policy, they may use the company's grievance procedure.

Mick George Limited have appointed Jon Stump as the person responsible for ensuring the effective operation of the company's Equal Opportunities Policy. The policy and its effectiveness is continually reviewed management meetings.

Signed:



Dated: 1st June 2009

Mick George, Managing Director

The Policy

Objectives

- ✓ To ensure that the Company has access to the widest labour market and secures the best of employees for its needs.
- ✓ To ensure that no applicant or employee receives less favourable treatment on any grounds and that, wherever possible, they are given the help they need to attain their full potential to the benefit of the Company and themselves.
- ✓ Build a workforce, which is in line with the working population mix in the local area.

Vacancy Advertising

- ✓ Wherever possible, all vacancies will be advertised simultaneously internally and externally.
- ✓ Wherever possible, vacancies will also be notified to Job Centres and Careers Offices to ensure that knowledge of vacancies reaches the widest group of people.

Recruitment and Selection

- ✓ Selection criteria (job description and employee specification) will be kept under constant review to ensure that no applicant is placed at a disadvantage by requirements or conditions that are not essential to the performance of the job.
- ✓ Wherever possible, more than one person must be involved in the selection interview and recruitment process. All staff involved in the process will receive training on legislation and good practice to reduce the possible risk of personal attitudes or ignorance of the law leading to unfair treatment.
- ✓ Candidates will be shortlisted according to their skills, knowledge and experience.
- ✓ Reasons for selection and rejection of applicants for vacancies will be recorded and reviewed at the regular management meetings to ensure compliance with the policy.

Promotion and training opportunities

- ✓ Training will be provided to enable employees to develop to their full potential and to aid/improve their contribution to the overall performance of the company via acquired skills and knowledge. Managers involved in the training and promotion process will themselves receive training on legislation and good practice to reduce the possible risk of personal attitudes or ignorance of the law leading to unfair treatment.
- ✓ Wherever possible, efforts will be made to identify and remove unnecessary/unjustified barriers and provide appropriate facilities and conditions of service to meet the special needs of disadvantaged groups.
- ✓ Reasons for selection and rejection of applicants for promotion or training will be recorded and reviewed at the regular management meetings to ensure compliance with the policy.

General

Employees who are disabled or who become disabled during their employment should inform the Company. It would be helpful if they could also inform the Company of any reasonable adjustments to their employment or working conditions, which would assist them in the performance of their duties. The Company will make all reasonable adjustments to assist you to carry out your duties.

Our commitment

The co-operation of all employees is essential for the success of this policy. However, ultimate responsibility for achieving the policy's objectives and for ensuring compliance lies with the Company. No individual will be subjected to harassment or discrimination on the grounds of sex, age, marital status, disability, sexual orientation, gender reassignment, race, colour, religion or belief, ethnic or national origin. This list is not exhaustive and the company will review the policy at regular intervals to assure that it reflects current legislation.

Behaviour or actions which breach this policy, or which are against the spirit and/or letter of laws or Codes of Practice on which this policy is based, will be considered serious disciplinary matters and may, in some cases, lead to dismissal. Details of the disciplinary procedure is in the company handbook.

If any employee considers that another employee has acted in breach of the Company's Equal Opportunities Policy he/she should inform Jon Stump as soon as possible. An employee may also use the Company's grievance procedure at any time to report discriminatory conduct. Details of the grievance procedure is in the company handbook.

No employee will be penalised for bringing harassment or discriminatory conduct to the attention of the Company provided that any allegation is made in good faith.