

EQUAL EMPLOYMENT AND NON DISCRIMINATION POLICIES

It is the policy of the Company to provide equal employment opportunities, in accordance with the developments in the field of race relations, sex equality and disability and the legislation to protect against discrimination in employment. These policies are related but not limited to: recruitment and selection, appointments, promotion, transfer, leave of absence, termination, rates of pay, training and use of facilities. The Company is committed to an on-going programme of equal employment and non-discrimination for all. These policies also relate to how we offer and provide services to our customers and the community.

It is the further policy of the Company, that employees will be promoted on a fair and non-discriminatory basis. In order to achieve this, the promotion criteria will always relate specifically to the individual employees ability, aptitude and suitability, compared to the requirements for the job.

The Company will periodically review its promotions policy, to ensure its aims are being met.

It is the duty of all employees to accept their personal responsibility for the practical application of these policies.

The Managing Director will ensure that all persons are selected, promoted and treated equally on the basis of their relevant aptitudes, skills and abilities, without regard to race, colour, religion, age, gender, national origin, sexuality or disability. All staff are required to comply with this policy and acknowledgement is given to the specific responsibilities, which fall upon management, supervisors and individuals involved in recruitment and employee administration.

To further ensure that direct or indirect discrimination is not occurring within the Company, the recruitment and other employment decisions will be regularly reviewed 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. It is our policy as an employer, to comply with our statutory obligation under the Race Relations Act 1976 and, it is our practice not to treat one group of people less favourably than others because of their colour, race nationality or ethnic origin, in relation to our decisions to recruit, train or promote employees.

To safeguard individual rights under the Equal Opportunities policies of the company, if you believe that the Company has applied inequitable treatment to you, you may raise the matter through the Company Grievance Procedure.

Implementing the Policy

Although only a small employing Company, there are a number of ways in which the policy will be implemented and each of the Directors are committed to ensure that the following procedures and practices will be followed.



BOLTON SCAFFOLDING LTD

UNIT 4B/C HORWICH LOCO ESTATE | CHORLEY NEW ROAD | HORWICH | BOLTON | BL6 5UE


Tel: (01204) 478910 | Fax: (01204) 478919 | Email: sales@boltonscaffolding.co.uk

www.boltonscaffolding.co.uk

COMPANY REGISTRATION NUMBER: ENGLAND 1403473 VAT NUMBER: 323 9167 57

1. Recruitment/Promotion
 - 1.1 The job advertising will normally be done by notifying the Job Centre with details of the vacancy.
 - 1.2 If newspaper advertising is used, the wording must include a reference to encourage applications from suitable candidates, regardless of sex, race, disability, etc. All external applicants will be required to complete an application form.
 - 1.3 Where a vacancy is aimed to be filled by a promotion or a transfer, the details of the vacancy is to be published, via the notice board to all eligible employees. If selection tests of any description are used, they will be specific to the job and will measure an individuals actual or inherent ability to do or be trained for the job.
 - 1.4 No condition is to be imposed, which would have an adverse impact on a candidate because of her sex, race, disability, etc. Age limits are only to be applied, if they are necessary for the job.
 - 1.5 Other forms of advertising that could include "word of mouth", family connections or other type of contacts, will not be used to the exclusion of other means of recruitment or promotion of existing staff.
2. Sexual/Racial Harmony at Work
 - 2.1 Each employee is to be made aware that any conduct, that could be sexually or racially abusive or derogatory, will not be tolerated under any circumstances and, any instance of such unacceptable behaviour can be expected to result in serious disciplinary action.
 - 2.2 There is to be no display of sexually or racially offensive pictures, posters, Calendars etc within the workplace, or any other form of display that could give offence to another employee or visitor.
 - 2.3 Any form of sexual or racial harassment is unlawful and will have an adverse impact upon work relationships and peoples` effectiveness at work. Appropriate disciplinary action will be taken for any violation of the Company Policy to achieve sexual and racial harmony at work.
3. Duty of Management and Staff.
 - 3.1 It is the duty of all management to actively implement the equal opportunities policy of the Company. Action must be taken to ensure that all staff are fully aware of the policy requirements and management responsibility, for taking appropriate action in the case of any breach of its requirements.
 - 3.2 This duty extends to eliminating any form of disability discrimination, by allowing or condoning less favourable treatment of disabled persons whether in recruitment, selection, promotion etc, or by management positively implementing reasonable adjustments, wherever practicable, to enable the disabled person to be equally placed within the Company.

- 3.3 Management will ensure that no member of staff suffers any detriment or victimisation, for raising a complaint of unfair discrimination or against any supporter of such an employee.
- 3.4 All members of staff are to have it made clear by management, that any act of discrimination that is observed at work, must be brought to the attention of management, without delay.
- 3.5 Members of management must not, under any circumstances, misuse their authority by conducting any form of victimisation against a staff member who has rejected any sexual advance, or resisted racial abuse or complained of unfair treatment due to their disability.
4. Grievance Procedure.
- 4.1 In the first instance, any member of staff who feels that they are, or have been the subject of sexual or racial abuse or harassment in any way should, if appropriate, either request the person responsible to stop the offending behaviour or report the alleged offence to a Director of the Company.
- 4.2 The Director, to whom the alleged offence has been reported, will investigate the complaint formally, but with a confidential approach as far as possible. All enquiries are to be conducted fairly and without any presumption of blame or guilt.
- 4.3 If the complaint is of a serious nature, the Director may suspend those involved, without loss of pay, during the course of the investigation.
- 4.4 Should the complaint be upheld, then disciplinary action, as appropriate, will be taken to stop or prevent the problem from happening again. Due to the size of our business, relocation is not an option to remove the problem.
- 4.5 No member of staff will suffer any form of retaliation or victimisation as a result of raising a complaint or from their participation in an investigation. Any such retaliation or victimisation will result in disciplinary action being taken by the Company.



Antony Hardman
Managing Director

Date: 4 April 2008