

# Equal Opportunities Policy

## Policy

Fairways Contracting Limited undertakes that it will provide equal opportunities to all employees, or potential employees, clients and potential clients, irrespective of their gender, race, ethnic origin, disability, age, nationality, national origin, sexuality, religion, marital status and social class. Fairways Contracting Limited opposes all forms of unlawful and unfair discrimination.

## General

This policy will be implemented within existing relevant legislation, including the following Acts, and any subsequent additional and subsidiary legislation:

- Equal Pay Act 1970
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975 (Gender Reassignment Regulations 1999)
- Race Relations Act 1976
- Disability Discrimination Act 1995
- The Protection from Harassment Act 1997

All employees, whether part time or full time or temporary, will be treated fairly and equally. Selection for employment, promotion, training or any other benefit will be solely on the basis of aptitude and ability, having, where appropriate, considered reasonable adjustments.

It is the responsibility of every employee, irrespective of role or seniority, to abide by, and take personal responsibility for the implementation of this policy.

Any employee who fails to provide equal opportunity to any other employee or potential employee, client or potential client, on any of the grounds detailed above will be subject to the company's disciplinary procedure. In serious cases, such behaviour may be deemed to constitute gross misconduct and, as such, may result in summary dismissal.

Fairways Contracting Limited has Bullying, Harassment & Grievance policies that relate to this policy. These are available in the staff handbook.

## Monitoring and Reviewing

Compliance with this policy will be monitored regularly and the policy itself will be reviewed annually.

To ensure continuing awareness of this policy, the following steps will be taken:

- The policy will be copied to all employees prior to commencement of employment
- The induction programme will include training on the policy and how it should be implemented
- A copy of the policy will be placed on all company notice boards
- Feedback on compliance will be obtained via the annual staff survey.