

## **1. Aim**

D Wall Construction Services Ltd (Referred to as DWCSL) is committed to providing equal opportunities in employment and in relation to every person with whom it deals. This means that all job applicants, employees, workers, sub-contractors, agency staff and former employees will receive equal treatment regardless of:- Race, Colour, ethnic or national origins, religion or belief, gender, marital or civil partnership status, part time or fixed term employee status, sexual orientation, disability or age.

The purpose of this policy is to ensure that employees of the company are recruited and work in an environment which is free of unlawful discrimination, harassment or victimisation and that we are implementing the company commitment to equal opportunities at all times.

The company shall adhere to such a policy at all times and will review on an on-going basis on all aspects of recruitment to avoid unlawful and even undesirable discrimination.

It is important that every employee knows of the company policy and knows that he or she has a role to play in ensuring that this policy is adhered to throughout the workforce and in relation to everyone with whom the company deals.

This policy applies to recruitment, training, promotion, and employment benefits, discretionary or otherwise, and the provision of the company recruitment services. The company recognises that the provision of equal opportunities without unlawful discrimination:-

- Is an essential part of the values which bind the workforce together.
- Is a legal obligation for all employers and employees
- Will serve to ensure the effective use of human resources in the best interests of DWCSL, its employees and fairness and equality in relation to everyone with whom DWCSL deals.

## **2 Legislation**

**2.1** It is unlawful to discriminate against individuals either directly or indirectly in respect of their race, colour, ethnic or national origins, gender, marital or civil partnership status, religion or belief, sexual orientation, age as stated in the Equality Act 2010,

## **3 Responsibilities**

**3.1** This policy applies to everyone: you must not conduct yourself in a manner which could lead to breach of this policy towards job applicants, fellow workers, agency staff, sub-contractors, or former employees.

**3.2** It is the responsibility of everyone in the company to comply with this policy and uphold the principles of fairness in employment and the company's dealings with everyone including clients and applicants for permanent or temporary

placements. Failure to comply with this policy may result in disciplinary action, including dismissal.

**3.3** Overall responsibility for implementing the policy rests with management, supervisors and individuals professionally involved in the recruitment and administration activities.

#### **4 Recruitment and Promotions Policy**

**4.1** The company seeks to recruit and promote a workforce which reflects the diverse community at large. All applicants for a position with the company will be assessed on their individual merits and ability to do the job. For example similar questions will be asked of each individual and in the case of a disabled applicant questions may be asked to ascertain what adjustments the company may make to its premises or the way in which the vacant position is performed to enable that applicant to attend the interview or fulfil the job requirements.

**4.2** The company operates a similar policy in relation to termination or employment. Decisions will not be made or influenced by unlawful discriminatory issues.

**4.3** When the company does undertake recruitment we will do so as an equal opportunity employer and we will abide by the equalities' act 2010.

**4.4** The company hold the right to refuse employment or promotion on the terms of health and safety issues. For example if the individual cannot perform the job because their health and safety would be jeopardised this will take priority to any other Act or Regulation in regards discrimination.

#### **5 Introduction and assignment of applicants**

**5.1** The company policy on the introduction and assignment of applicants for temporary and permanent placements is based solely on merit without regards to race, colour, ethnic or national origins, gender, marital or civil partnership status, religion or belief, sexual orientation, age, disability or any other condition not justified by law or relevant to the job.

**5.2** The company will ensure that there are equal opportunities at all stages of the process of deciding which candidate/temporary worker is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for temporary workers. The company will ensure that each candidate is assessed only in accordance with the candidate's merits, qualification and ability to perform the relevant duties required by the particular vacancy.

**5.3** The company operates a similar policy in relation to termination of temporary assignments. Decisions will not be made or influenced by unlawful discriminatory issues. Also, the company will not accept instructions from clients that indicate an intention to discriminate unlawfully.

#### **6 Post termination**

**6.1** Former workers and employees will be treated with respect and dignity in relation to race, colour, ethnic or national origins, gender, marital or civil partnership status, religion or belief, sexual orientation, age or disability.

Therefore, any request for the provision of a reference shall not be considered on the basis of these areas when deciding whether to provide a reference or in relation to its contents.

## **7 Breach of this policy**

**7.1** DW Construction Services Limited have implemented this policy to assist in developing and encourage a working environment and culture in which breaches of this policy are known to be unacceptable.

## **8 Discipline and Guidance**

**8.1** Any applicant, candidate, temporary worker, or employee who feels he or she has been discriminated, victimised or harassed by another employee or who feels that he or she has been discriminated against in selection, promotion, training or by the terms and conditions that he or she is employed / engaged on is encouraged to use the company grievance procedure.

**8.2** All managers will investigate complaints promptly and thoroughly. Cases in which an individual is found to have been victimised, harassed or discriminated against will be dealt with under the disciplinary procedure.

**8.3** The company will take disciplinary action against any employee or worker found guilty of discrimination, victimisation or harassment on grounds of race, colour, ethnic or national origins, sex, marital or civil partnership status, religion or belief, age, sexual orientation or disability. Breaches of this policy are treated very serious by the company and any such conduct may amount to gross misconduct, with dismissal being the likely outcome.

## **9 recording and monitoring**

**9.1** In order to monitor the effectiveness of this policy the company may keep records of the sex, ethnic origin, age and details of any disability of all applicants for employment, training, promotion and those being considered for redundancy or dismissal.

**9.2** These details will be kept separate from application forms to avoid any possibility of discrimination.

## **10 Review of this policy**

**10.1** The company has appointed the health and safety adviser to be responsible for the operation of this policy, which is subject to review from time to time. The H&S adviser is the person whom any comments on this policy should be expressed and to whom any complaints about the failure of the policy should be made using the company grievance procedure. If you feel this is not appropriate, or you feel uncomfortable with raising the issue with the H&S adviser, you should instead raise the issue with the Contracts Manager or the person that he shall nominate from time to time for this purpose using the company grievance procedure.

**10.2** The company has a policy of non-discrimination and everyone working for or associated with the company must treat others with respect regardless of gender,

marital or civil partnership status, race, colour, ethnic or national origins, religion or belief, age sexual orientation or disability.

**10.3** This policy does not form part of your contract of employment. It will be reviewed on a regular basis and any amendments to it will be notified to each employee.

**10.4** If you have any particular requirements or circumstances that affect you these should be raised with the Health and Safety adviser. Where appropriate, action will be taken to address such matters.

Dan Wall



Managing Director  
D Wall Construction Services LTD.