



---

## **EQUAL OPPORTUNITIES POLICY STATEMENT**

To fulfil our Clients needs we need people with a variety of skills, knowledge and expertise. We warmly welcome applicants' from all backgrounds. We will ensure that no employee or applicant for employment receives less favourable treatment on the grounds of gender and sexuality, marital status, race, colour, nationality or ethnic or national origins, disability, religion, religious beliefs, trade union membership or age.

All staff are aware of the policy and it is displayed in prominent positions within the organisation. As a commitment to Equal Opportunities staff responsible for recruitment and selection have undertaken Equal Opportunities training.

The Company recognises that discrimination is unacceptable and believe that all employees have a right to be treated with dignity, and as such will not tolerate any form of harassment. Breaches of the policy may lead to disciplinary proceedings if appropriate, and possibly disciplinary action

*To uphold DCT Civil Engineering's Equal Opportunities Policy, the following principles shall be followed.*

### **Recruitment**

We will ensure that applicants are aware of our vacancies by advertising through the Job Centre or independent media where possible and not confine recruitment to areas which provide mainly applicants of a particular group.

We will place the job advertised by specifying only the particular skills aptitudes, abilities and competencies that are of absolute necessity to successfully carry out the role.

Recruitment material will state that DCT Civil Engineering is committed to a policy of Equal Opportunities.

The application form will be as simple and straightforward as possible and we will not ask for unnecessary paper qualifications.

### **Selection**

The selection of employees will be done on a fair and non-discriminatory basis.

Interview questions will be related to the requirements of the job and not be offered in a discriminatory nature. Applicants will receive fair treatment and their ability to do the job will be the main consideration of the Management.

To select the appropriate candidate. The management is focused on the skills aptitudes, abilities, competencies, team working capabilities and potential of candidates when considering applications.

Reasons for the selection and rejection of applicants are recorded and monitored to identify trends and areas and to change or improve the policies or procedures.

The Company recognises the business benefits of a highly skilled workforce. All employees are encouraged to take advantage of relevant and suitable opportunities and training to develop within the Company

Training needs of all staff are reviewed by their immediate manager on a regular basis and factors that are not relevant to their role should not serve as a barrier to appropriate training.



Promotion decisions are based on capability or demonstrated potential to do the job. Wherever possible promotion opportunities should be advertised to ensure a wider applicants face. When selecting for promotion the same criteria should be used when selecting a candidate for a job (see above).

**Dismissal (including redundancy) and other detriment**

The aim of the Company should be to ensure that it does not unlawfully or unfairly discriminate on any grounds of dismissal and redundancy or other detriment to an employee. If redundancy is the only option identified, this will be decided on an objective basis, focusing on the job capability.

**Victimisation**

All complaints of victimisation, abuse and sexual and racial harassment or discrimination received however minor, must be investigated and disciplinary action will be taken against any employee who commits an act of victimisation against any other employee

**Management Responsibility**

Responsibility for the application of this policy will be with the Managing Director who will delegate the implementation of this policy to Directors/Managers. The policy will be monitored and reviewed by the Directors/Managers regularly to determine and improve its effectiveness in developing an environment where equal opportunities are promoted positively by all staff.

A number of job applicants from different ethnic groups will be monitored to establish trends in areas of the change or improvements to policies or procedures.

**All employees have a personal responsibility for the practical application of the policy.**

The policy will be implemented in accordance with the requirements of the Race Relations Act 1976 as amended by the Race Relations Act 2000, Sex Discrimination Act 1975 (as amended) Disability Discrimination Act 1995, Equal Pay Act 1970, Disability Discrimination Act 2005 and the Equality Act 2006 as well as the Rehabilitation of Offenders Act. The Company will avail themselves of the guidance in particular of the CRE and EOC codes of practice

A handwritten signature in black ink that reads 'P. Greenhalgh'.

Peter Greenhalgh – Managing Director  
**DCT Civil Engineering Ltd**