

# **THOMAS ARMSTRONG (HOLDINGS) LIMITED GROUP OF COMPANIES**

## **EQUAL OPPORTUNITIES POLICY**

### **1. INTRODUCTION**

The Thomas Armstrong (Holdings) Limited Group of Companies undertakes to recruit staff with appropriate qualifications, experience, ability or potential and recognises that one of its main obligations as a major employer is to develop the talents of its employees.

The purpose of this policy is to ensure that all employees are recruited, trained and promoted on the basis of ability, the requirements of the job and similar objective and relevant criteria.

- The Company expects all employees to act with dignity and maturity in all their dealings connected with its work and activities
- With similar respect to the persons, attitudes, belief and actions of all others involved in and with the business

Directors, Managers and Heads of Departments are responsible for the practical application of this policy and for promoting equal opportunities. The Personnel Manager is responsible for the implementation and updating of the policy and monitoring its effectiveness.

- It is the responsibility of every person in management to ensure compliance at all times with this policy
- It is the responsibility of every employee to ensure they comply with this policy
- It is the responsibility of everyone to treat all those with whom they come into contact with during their working life with respect

All members of staff have a responsibility to ensure their attitudes and actions are consistent with this policy.

### **2. POLICY STATEMENT**

The Thomas Armstrong (Holdings) Limited Group of Companies is committed to the promotion of equality of opportunity in employment. The Group's aim is to ensure that all job applicants, employees and those following termination of employment are treated fairly and with respect irrespective of disability, race, colour, religion, nationality, ethnic origin, sex, sexual orientation, gender re-assignment, age or marital status. This policy sets out instructions that all employees are required to follow in order to ensure that this is achieved.

Appropriate action will be taken to ensure that:-

- a) all staff are aware of this policy
- b) training is provided
- c) all employment decisions are based upon objective and justifiable job related conditions
- d) all employee relations policies and practices are operated within this policy framework.

### **3. DEFINITIONS**

Direct discrimination arises when a person is treated less favourably on grounds of sex or race than a person of another sex or race is or would be treated in similar circumstances.

Discrimination also occurs when a disabled person is treated less favourably than someone else and the treatment given is for a reason relating to the person's disability and that reason does not apply to the other person and this treatment cannot be justified.

Indirect discrimination occurs when a requirement or condition which cannot be justified on grounds other than sex, race or disability has the effect of disadvantaging only disabled persons or a considerably higher proportion of one sex or race than another.

Victimisation occurs when an employee is treated less favourably as a result of alleging contravention of equal opportunities legislation, unless the allegations are false and not made in good faith.

#### **NOTE:**

The Disability Discrimination Act 1995 makes it unlawful to victimise disabled people who make use of or try to make use of, their rights under the Act. People who help disabled people complain about discrimination are also protected under the Act.

### **4. RECRUITMENT AND PROMOTION**

The Employment Procedure is designed to ensure that the most appropriate person is appointed based upon an objective assessment of the qualifications, experience and skills required of the post holder and consideration of the requirements of the job description.

Recruitment advertisements will be aimed at as wide a group of suitably qualified and experienced people as possible and declare commitment to the principle of equal opportunities.

Short listing will be based upon an objective matching of the requirements of the post and the suitability of candidates.

In this regard Managers or Staff conducting a recruitment interview will use the Company's standard application form which has been designed to gain positive information concerning the candidate.

Questions at interview will relate to the requirements of the job and be designed to elicit information concerning the capability of candidates to meet these requirements.

## **5. TRAINING AND DEVELOPMENT**

The Group encourages the development of professional skills of benefit to both the various companies and individual members of staff and supports training to enable its employees to perform their jobs effectively. All staff will have access to training programmes, educational and vocational courses leading to relevant qualifications.

## **6. MONITORING AND REVIEW**

The operation of this policy will be reviewed by the Personnel Manager on an annual basis in order to develop action programmes wherever necessary to overcome inequalities.

The monitoring process will include an analysis of relevant information concerning the constitution of the work force and an analysis of job applicants.

## **7. DISCRIMINATORY CONDUCT**

If an employee considers that he/she has not been treated in accordance with the policy he/she has the right to invoke the Grievance Procedure.

Failure to adhere to the requirements of this policy may result in disciplinary action being taken in accordance with the Disciplinary Procedure.

The Thomas Armstrong (Holdings) Limited Group of Companies wish to be known as an Equal Opportunity Employer by the community as a whole and by other employers.