

# Pembury

## Construction Services

# EQUAL OPPORTUNITIES POLICY STATEMENT

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## EQUAL OPPORTUNITIES POLICY STATEMENT

Pembury FM is committed to a policy of treating all its employees and job applicants equally. No employee or potential employee shall receive less favourable treatment or consideration on the grounds of race, colour, religion, nationality, ethnic origin, sexual orientation, gender, age, disability, marital status or part-time status or will be disadvantaged by any conditions or employment that cannot be justified as necessary on operational grounds.

### Policy Statement

- There should be no discrimination on account of race, colour, religion, ethnic origin, sexual orientation, gender, age, disability, nationality or marital or part-time status.
- Pembury FM will appoint, train, develop, reward and promote on the basis of merit and ability.
- All employees have personal responsibility for the practical application of this Equal Opportunities Policy, which extends to the treatment of job applicants, employees, customers and visitors.
- Special responsibility for the practicable application of the policy falls upon managers, supervisors and personnel involved in the recruitment, selection, promotion and training of employees or those involved in establishing or maintaining relationships with customers, clients, suppliers, subcontractors and other third parties.
- Pembury FM Grievance Procedure is available to any employee who believes that he or she may have been unfairly discriminated against. The Harassment Complaints Procedure set out in this policy is available to any employee who believes that he or she may have been harassed. Employees will not be victimized in anyway for making such a complaint in good faith. Complaints of this nature will be dealt with seriously, in confidence and as soon as possible.
- Disciplinary action will be taken against any employee who is found to have committed an act of unlawful discrimination. Serious breaches of this policy and serious incidents of harassment will be treated as gross misconduct. Allegations of discrimination which are not made in good faith will also be

considered as a disciplinary matter. Confidential records of ongoing matters dealt with in accordance with this policy will be kept.

- In the case of any doubt or concern about the application of this policy in any particular instance, consult the Company Secretary.
- The Board of Directors of Pembury FM will keep under review this Equal Opportunities Policy, and all procedures and practices on equal opportunities. Such a review will be carried out whenever it is considered appropriate to do so, but at least once a year and in line with any statutory changes.

Signed: *P. Ithier*

Date: **1st December 2011**

Name: **P. Ithier**

Position: **Director**