

Equal Opportunity Employment Policy

Aim

The aim of the policy is to:

- Ensure that the company has access to the widest labour market and secures the best employees for its needs
- Ensure that no applicant or employee receives less favourable treatment and that, wherever possible, they are given the help they need to attain their potential to the benefit of the company and themselves

Statement

BAM is committed to the principle of equal opportunity in employment. It is committed to ensuring that no applicant or employee receives less favourable treatment on the grounds of gender, marital status, race, colour, nationality, ethnic or national origin, religion, disability or unrelated criminal convictions and without arbitrary restrictions in respect of age, or is disadvantaged by conditions and requirements which are not justifiable. It will apply employment policies that are fair and equitable and which ensure that recruitment, and progression within the company are determined solely by application of job criteria and personal ability and competence.

Scope

This policy applies to all aspects of employment including recruitment and selection process, opportunities for training and promotion, and terms and conditions of service.

Responsibility

The overall responsibility for ensuring effective implementation of the company's policy rests with the personnel manager and the company board level as appropriate.

All employees have a responsibility to observe this policy and to ensure that equality of opportunity is continuously provided for in the company's activities.

In addition, managers and supervisors have a particular responsibility for ensuring the policy is fairly and consistently applied in all areas under their control.

Liability

Employers can be held liable in law for acts of discrimination committed by employees.

Individual employees can be held personally liable for acts of discrimination that they commit, authorise, contribute to or condone. Behaviour or actions by employees that go against the spirit or letter of the policy would constitute serious misconduct liable to disciplinary action, which may include summary dismissal.

The following are examples of such action. However, this list should not be seen as exhaustive:

- Discriminating in the course of their employment against employees or job applicants in any aspect of employment or pre-employment on grounds established within the equal opportunities policy statement
- Inducing or attempting to induce employees or managers to practice unlawful discrimination
- Indulging in verbal or physical sexual or racial harassment of a nature which is known, or should be known, to be offensive to the victim
- Victimising individuals who have made allegations or complaints of sexual or racial discrimination or harassment or provided information about such discrimination or harassment

Monitoring

To ensure that this policy is operating effectively, and for no other reason, the company will maintain information of employees' and, where possible, applicants', gender, racial origins and disability. The analysis of such records will provide the basis for appropriate action to eliminate unlawful direct and indirect discrimination and promote equality of opportunity.

Training and communication

The company undertakes to provide training and information for employees to ensure that they understand their position in law, the company's equal opportunities policies and procedures and their responsibilities under the policy.

External agencies and contractors offering services to the company will be briefed on the policy and expected to act in accordance with it.

Grievance and disciplinary

Grievances on matters covered by this policy will usually be handled through the normal grievance procedure. However, they may be taken directly to a Personnel Manager if it is not possible or appropriate to use the normal channels.



Graham Cash
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