

Equal Opportunities Policy Statement

Reference QF02.2

Date 25.07.2019

Version 1

LEEPS Ltd is an equal opportunities employer. Our aim is to ensure that all employees and job applicants are treated equally, irrespective of ethnicity, colour, race, nationality, religion or belief, sex, sexual orientation, marital status, age or disability at any stage of the recruitment process or during employment. LEEPS is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment.

LEEPS aims to:

- ❖ Ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (the protected characteristics).
- ❖ Ensure our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.
- ❖ Engage only with other construction companies and clients that share these values.
- ❖ Oppose all forms of unlawful and unfair discrimination or victimisation. To that end, the purpose of this policy is to provide equality and fairness for all in our employment.
- ❖ Treat all employees, whether part-time, full-time or temporary, fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.
- ❖ Ensure our staff will not discriminate directly or indirectly, or harass customers or clients because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of LEEPS goods and services.
- ❖ Ensure this policy and the associated arrangements operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.

LEEPS Ltd are committed to:

- ❖ Create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- ❖ Ensure each employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- ❖ Offer training, development and progression opportunities to all staff.
- ❖ Promote equality in the workplace which we believe is good management practice and makes sound business sense.
- ❖ Review all our employment practices and procedures to ensure fairness.
- ❖ Ensure any breaches of our equality policy be regarded as misconduct and potentially lead to disciplinary proceedings.

Responsibilities of Management

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Managing Director who will ensure that they and their staff operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. The effectiveness of this policy and associated arrangements will be reviewed annually under the direct supervision of the Managing Director.

Monitoring

LEEPS deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation as a whole. Accordingly, a monitoring system will be introduced to measure the effectiveness of the policy and arrangements. If monitoring shows that LEEPS or areas within it, are not representative, or that sections of our workforce are not progressing properly within the Company, then an action plan will be developed to address these issues. This will include a review of recruitment and selection procedures, Company policies and practices as well as consideration of taking legal Positive Action.





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This policy will be reviewed and, if necessary, revised in the light of legislative or organisational changes. Improvements will be made by learning from experience and the use of an established annual review

This policy will be communicated to all personnel under our control to ensure they understand and fully implement our company's policies and objectives and are able to perform their duties effectively through an ongoing training and development, and a review of resource needs. It will be available to all relevant interested parties upon request.

Signed: *R Sherrin* **Robert Sherrin, Managing Director**

Date: 25.07.2019

