



Newgate  
Construction Ltd

**Equal Opportunities Policy**  
**2016**

## **Equal Opportunities Policy for Newgate Construction Ltd:**

As Managing Director, I will ensure this policy statement is satisfied.

As an honourable employer Newgate Construction Ltd is committed to a policy of equal opportunity for all employees/contractors/sub-contractors. It is critical that everyone realise that the success of the company depends on maximising the potential of every employee for mutual benefit.

It is therefore essential that we attract the most suitable people to work with us regardless of race colour creed or sexual orientation.

Under current legislation it is necessary for us as a responsible company to make the following crystal clear in our industry which by nature dictates that persons must be physically agile and medically fit for work.

- 1) Newgate Construction Ltd will not discriminate unfairly against any person in respect of recruitment promotion or development training on the grounds of race, sex, orientation, religion or disability, and will actively seek to place recruitment incentives in a range of publications, job centres, employment groups, agencies and local post offices.
- 2) Newgate Construction Ltd will actively seek to develop procedures to promote equality within the organisation by developing the training and by so during benefit both individuals and company.
- 3) As may be necessary Newgate Construction Ltd will establish a disciplinary and grievance procedure on the advice of Employment Law Specialists for the purpose of dealing with all matters in a fair and consistent manner. This will be reviewed on Specialist Advice as and when received and due notice will then be displayed for all employees.
- 4) Newgate Construction Ltd will not tolerate any form of harassment or victimisation by any party. This applies to:
  - Direct Discrimination
  - Victimisation/Bullying
  - Indirect Discrimination
  - Harassment
- 5) To maximise on employee and staff potential and in meeting its statutory obligations Newgate Construction Ltd will promote training across the breadth of its activities, and will engage with individuals to explore areas of advancement for mutual benefit. This will include management training as practical for interviewing for job applicants.
- 6) Promotions or selections will always be based on merits and will be carried out on a fair and equal basis with considerations to respect individuals, as we are a small to medium employer the team dynamics will also have to be considered to maintain optimum performance.
- 7) Newgate Construction Ltd will follow an equal pay policy for equal value work for man and woman, and takes note of the Employment Equality (Age) Regulations and has no intention of losing persons with either a wealth of knowledge or enthusiasm.
- 8) Newgate Construction Ltd will make reasonable adjustments for disabled employees according to their needs, and as their commitments develop so far as it is reasonable for the company to do within its constricted field of work, we would ask that everyone keep us informed of their situation to allow us the time as practical to make any necessary adjustments.

Finally let it be clearly understood failure to adhere to the equal opportunity policy by employees/contractors/sub-contractors including Managing Directors/Directors/Estimators/Office Staff all will be treated as misconduct and will initiate the disciplinary procedures, which will as a minimum follow the recognised three step procedure: -

- 1) Put it in writing
- 2) Meet and discuss after an opportunity to consider the items to hopefully reach resolution.
- 3) Appeal, a further meeting, if required to allow a further consideration of any other contributory items and to receive a final decision.

(Failure to reach contentment will then lead to a tribunal)

It is not our policy to spy on employees/contractors/sub-contractors but we will monitor productivity, punctuality and quality which are the measures which our Clients extend over us. If we do not adequately perform none of us will be in work in this competitive industry.



Signed:

Managing Director

Dated:

January - 2016

Review Date:

January - 2017