



## Equal Opportunities Policy

### Introduction

PK Construction (Lincs) Ltd recognises that it is essential to promote a workplace which is fair, inclusive and provides equal opportunities to all employees. This policy sets out the organisation's position on equal opportunities. Together with guidance regarding the company expectation that all employees, will be considerate and professional at all times.

The objective of this policy is to ensure that no one individual should experience less favourable treatment, lack of opportunity or discrimination due to their 'protected characteristics' of gender, race, ethnic origin, disability, age, nationality, sexuality, religion or beliefs, marital status or social class, as detailed in the Equality Act 2010.

Discrimination can happen in a variety of ways, some are very obvious while others are more subtle. Direct discrimination would be treating someone in a different manner simply because of who they are.

Indirect discrimination may take the form of putting rules or arrangements in place that apply to everyone, but that put someone with a protected characteristic at a disadvantage. (An example may be the requirement to attend work on a religious day)

Discrimination of any sort will not be tolerated within the business or as part of its supply chain.

Nor will the company tolerate the harassment - linked to a protected characteristic which violates someone's dignity or creates an offensive environment for that individual.

Or the victimization (treating someone unfairly because they've complained about discrimination or harassment) as detailed in the company's Workplace Bullying & Harassment Policy

### Statement of Policy

It is the policy of PK Construction (Lincs) Ltd to ensure that no job applicant or employee receives less favourable treatment than another on the grounds of, gender, race, ethnic origin, disability, age, nationality, sexuality, religion or beliefs, marital status or social class.

Nor that any employee is discriminated against when it comes to employment terms and conditions, pay and benefits, opportunities for promotion & training, redundancy and dismissal. Or is disadvantaged by conditions or requirements the business places on employees that cannot be shown to be justifiable. The organisation is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of the business.

PK Construction (Lincs) Ltd recognises that adhering to this Equal Opportunities policy maximises the effective contribution of individuals in both the organisations and employees best interests. The company recognises the great benefits in having a diverse workforce who are employed solely on their ability.

All employees of the organisation will be made aware of the provisions of this policy.

### Recruitment and Promotion

PK Construction (Lincs) Ltd has a very low staff turnover, so the need to recruit new employees is infrequent. However when there is an advertisement for the role, it will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not imply a preference for any particular group of applicants.

All specifications and qualifications for a role will include only requirements that are necessary and justifiable for the efficient undertaking of the role.

All applicants will be considered primarily on their suitability to fulfil the role. Where it is necessary to ask questions relating to personal circumstances, these will be related only to job requirements and asked of all candidates.

All vacancies will be circulated internally.

### Employment

PK Construction (Lincs) Ltd will not discriminate on the basis of gender, race, ethnic origin, disability, age, nationality, sexuality, religion or beliefs, marital status, social class, part-time or fixed term contract status, on the allocation of duties between comparable job descriptions.

PK Construction (Lincs) Ltd will put in place any reasonable measure and/or adjustments within the workplace for those employees who become disabled during employment or for disabled employees.

All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

### Training

Employees will be provided with the appropriate training regardless of gender, race, ethnic origin, disability, age, nationality, sexuality, religion or beliefs, marital status or social class.

All employees will be encouraged to discuss their career prospects and training needs with a Director.

### Monitoring

It is the responsibility of the Directors of the company to ensure that all aspects of this policy are kept under review and are implemented throughout the organisation.

Where it appears that applicants/employees are not being offered equal opportunities, circumstances will be investigated by a team to identify any policies or criteria which exclude or discourage certain employees. Specialist support may be brought in to support any investigation.

### Grievances and Victimisation

PK Construction (Lincs) Ltd emphasises that discrimination is unacceptable conduct which may lead to disciplinary action under the organisations Disciplinary & Grievance Procedure.

Any complaints of discrimination will be pursued through the organisations Disciplinary & Grievance procedure.

## Policy Record

The Company commits to annually reviewing this policy in order to continuously improve. Changes in legislation and industry best practice are incorporated in order to ensure the continued adequacy, suitability and effectiveness of this policy.

Review No.	Amendment	Date	Initial
1	Document Created	03/09	SK
2	Review	05/11	LMG
3	Annual Review	05/12	LMG
4	Annual review	05/13	LMG
5	Annual Review	09/14	LMG
6	Annual Review Font Change addition of Policy Record	09/15	RE
7	Annual review – addition of commitment to annual policy review. Removal of PK signature	9/17	RE
8	Annual review	9/18	RE
9	Addition of specialist support	11/18	RE