

EQUAL OPPORTUNITY EMPLOYMENT POLICY & INSTRUCTIONS

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This Company is an equal opportunity employer. The aim of our policy is to oppose all forms of unlawful or unfair discrimination or unfair disadvantage on the grounds of colour, race, nationality, ethnic or national origin, sex, marital status or disability. The Company believes that it is in its best interests, and those of all who work in it, to ensure that the human resources, talents and skills available throughout the community are considered when employment opportunities arise. To this end, within the framework of the law, the Company is committed, wherever practicable, to achieving and maintaining a workforce which broadly reflects the local community in which it operates. Training for supervisory and management staff about the detail of the policy and in particular its impact on recruitment, terms and conditions, training, development, promotion and dismissal is provided to promote our Equal Opportunities policy and our commitment to that policy.

It is our policy to comply with the Commission for Racial Equality - Code of Practice for Employment 1983.

It is also our policy as an employer to comply with our statutory obligations under the Race Relations Act 1976 and Sex Discrimination Act 1975 and accordingly, our practice not to treat one group less favourable than others because of their gender, colour, race, nationality or ethnic origin in relation to decisions to recruit, train or promote employees.

The Management is aware that there may be occasions where site constraints, over which the Company has no control, make it impossible for persons with disabilities to have access to sites. When these occasions arise, the Management reserves the right, on the grounds of safety, not to appoint disabled persons for work on sites.

Whilst the Company acknowledges its duties and obligations, at the same time it is the duty of all employees to accept their personal responsibility in the implementation of the policy, particularly those involved in recruitment and employee administration. The Company will treat any wilful breach of its equal opportunities policy as a disciplinary offence.

The Company will ensure the effectiveness of the policy by:

- regularly monitoring the candidates for recruitment, selection, training, promotion, transfer, grievance and disciplinary actions, resignations, redundancies and dismissals to ensure that bias does not enter into the decision making process
- investigating and taking action where necessary on points raised by candidates and employees who believe they have been treated in a manner contrary to this policy

Copies of the Race Relations Act 1976, the Sex Discrimination act 1975 and 1986, the Disability Discrimination Act 1995, the Equal Pay Act 1970, amended 1983, the Fair Employment (NI) Act 1989, the Employment Act 1990, the Rehabilitation of Offenders Act 1974 and the Code of Practice for the elimination of racial discrimination and the promotion of equality of opportunities in employment are available for reference purposes from the Human Resources Department.

Signed: *Andrew D Payne*

10/03/2011

ANDREW D PAYNE MANAGING DIRECTOR