



Equal Opportunities Policy



Purpose

The purpose of an Equal Opportunities Policy (referred hereafter as EOP) is to address fairness and equality within our working environment. An EOP is not required by law. However, we deem it to be important to demonstrate our values on fairness and importantly, believe it essential to communicate them. This policy aims to do this.

Aims

Tate Consulting Engineers Limited is committed to a working environment without discrimination and encouraging diversity amongst our workforce. It is our aim that our workforce is truly representative of all sections of society and each employee feels respected and therefore, able to give their best.

To that end the aim of this policy is to provide equality and fairness for all in our employment and not to discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. We oppose all forms of unfair discrimination.

All employees whether full, part-time or temporary will be treated 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, supported and encouraged, to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency and development of the organisation.

Our commitment:

- Every employee is entitled to a working environment that promotes dignity and respect to all. 'Treat each other as you would wish to be treated yourself'. No form of bullying, intimidation or harassment will be tolerated.
- To create an environment in which individual differences and the contributions of all our staff are recognised.
- All staff to have equal opportunity in development, training and progression available.
- We will review all our employment practices and procedures to ensure fairness.

Implementation

- This policy has been brought about through consultation with our workforce. All new staff will be issued with this policy at their induction.
- Our EOP is fully supported, applied and monitored by senior staff.
- All company policies will be considered for their impact on our EOP policy.
- We will monitor our recruitment practices and statistics, though we will not discriminate positively. Appointment will be on the basis of qualifications, aptitude, willingness and experience.
- This policy will be reviewed annually by the HR department.

Policy Breaches

Breaches of our EOP will be regarded as misconduct and could lead to disciplinary proceedings.

Signed.....*Shane Tate*.....

Shane Tate, Managing Director
Tate Consulting Engineers

Dated.....04/11/08.....