

**GOUGH GROUP HOLDINGS LIMITED**

**EQUAL OPPORTUNITY POLICY**



**REVISED SEPT 2008**

## EQUAL OPPORTUNITIES POLICY

### 1. POLICY STATEMENT

We are an equal opportunity employer and follow the recommendations of the Race Relations Code of Practice with due regard to the need to eliminate racial discrimination under section 71 of the Race Relations Act 1976 and as laid out in guide lines provided by The Commission for Racial Equalities Code of Practice for Employment 1983.

We recognise that discrimination is unacceptable and although equality of opportunity has been a long standing feature of our employment practices and procedures, we have made the decision to adopt a formal equal opportunities policy. Breaches of the policy will lead to disciplinary investigation and if appropriate disciplinary action.

The aim of the policy is to ensure no job applicant or employee is discriminated against either directly or indirectly on the grounds of race, colour, creed, nationality, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation or disability.

We will ensure that the policy is circulated to any agencies responsible for recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.

The policy implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.

We will maintain a neutral working environment in which no worker feels under threat or intimidated. **If any individual feels they are discriminated against the Companies set procedures for dealing with such grievances fairly will be applied and if necessary suspension, dismissal or other action may apply.**

**We recognise the varied needs, expectations and culture of local people and reflect these differences in the range, sensitivity and relevance of our services to our clients and the public. This is assisted by employing a cross section from our local community who fully understand the Local Communities needs.**

**We are committed to promoting and developing measures to assist people of all ages, those who are unemployed or on a low income, people with HIV and Aids and other socially excluded groups as part of our equality strategy.**

**We commit to pay all our employee`s in accordance with pay promulgations and rates of pay as prescribed annually by the Construction Confederation according to their skill level. This scheme does not allow any pay discrimination with all being paid equally appropriate to their skills**

**William**  
**GOUGH**

**We will promote all of the above policies and principles to both our current employee`s and our prospective employee`s**

John Gough – Managing Director is responsible for implementing this policy

## **2. RECRUITMENT AND SELECTION PROCESSES (+ TRAINING)**

The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour through appropriate training to ensure those employees making selection and recruitment decisions will not discriminate whether consciously or unconsciously in making these decisions.

Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.

The attached Supplement No 1 (Interview Techniques) has been explained and forwarded to all Managers. A copy of this is kept at the rear of the document.

Job descriptions will be reviewed to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personal specifications.

We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.

We will ensure that any recruitment advertisement or other relevant literature will specify "Gough Group Holdings Limited and its subsidiaries" is an Equal Opportunities Employer.

We will not confine our recruitment to areas of media sources, which provide only, or mainly applicants of a particular group.

All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.

**We will endeavour to recruit from all age groups and will not discriminate any person as a result of their age.**

We will give our managers written guidance and training on how to operate the policy (see attached recruitment instructions).

Short-listing and interviewing will be carried out by more than one person where possible.

Interview questions will be related to the requirements of the job and will not be a discriminatory nature.

We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.

Selection decisions will not be influenced by any perceived prejudices of other staff.

Full records of applicants or employees according to their race, gender, sexual orientation or disability will be kept.

With regard to the monitoring of specific information, a full analysis will be carried out annually and compared with any previous analysis with specific regard to the Company's employees relative to race, gender, sexual orientation, **age**, **marital status** or disability.

Each year we will also monitor how we advertise vacancies and select people to work or train here, to make sure that there is no discrimination and we will review progress with our equal opportunity policy.

If there is a below average proportion of ethnic minority employees/trainees, or applicants, we will obtain advice from the CRE or similar agencies on how to encourage such groups to apply for vacancies and/or provide special training for existing employees from such groups.

### **3. MONITORING**

We will maintain and review the employment records for all employees in order to monitor the progress of this policy.

Monitoring will involve:

- a) The collection and classification of information regarding the race in terms of ethnic / national origin, the sex, **age** and disability of all current employees.
- b) The examination by ethnic/national origin, sex, **age** and disablement of the distribution of employees and the success rate of the applicants.
- c) Recording recruitment and training of all employees, the decisions reached and the reason for those decisions.

## 5. DISCIPLINARY PROCEDURES

Any discrimination by an individual against potential employees or existing employees will be dealt with under the Company's Disciplinary and Grievance procedures.

## 6. REVIEW

This policy is reviewed annually against advice provided by the Construction Confederation the CRE, Racial Equality Councils and the Race Relations Employment Advisory Service. Where actions are required from the advice, these will be implemented and the policy amended and approved by the Director responsible for the policy. All policy changes will be brought to the attention of all employees.

## 7. AUTHORITY

Mr John Gough is the person charged with the responsibility of ensuring that the Companies' Equal Opportunities Policy is enforced and to ensure that all necessary resources needed to implement same are constantly and consistently made available to all staff concerned.

Any queries relating to this policy should be addressed to Mr John Gough.

John Gough



Date: 30/09/2007  
(Revised)

Applicable to:

William Gough & Sons Limited  
William Gough Limited

