



Equal Opportunities Policy

Policy Statement:

Beagle Engineering Ltd is committed to being an equal opportunities employer & does everything in its power to ensure that the principles of equal opportunities apply to all policies & employment practices.

Objectives:

- To ensure good employment practice & implementation of the Policy covers all aspects, from vacancy advertising, selection, recruitment, training, promotion, conditions of service to reasons for termination of employment.
- To ensure that everyone plays their part in putting this policy successfully into practice with integrity, social & community responsibility, teamwork & a commitment to performance
- To secure an ability-based workforce where the decision to employ is based upon the philosophy of “the best person for the job”. On individuals meeting the requirements of the job criteria, progression & development based on merit & wherever possible being given the help needed to attain their full potential to the benefit of the company & themselves
- To establish a working environment where all employees are treated fairly, with dignity, respect & as individuals, free from any unlawful or unfair discrimination, victimization, bullying or harassment on the grounds of colour, race, religion, ethnic or national origin, sex, pregnancy, marital status, age, disability or sexual orientation

Policy Implementation

- The Managing Director has overall responsibility for the effective implementation of this policy & objectives.
- It is part of the induction agenda & available to all employees via notice boards & the company web site
- All employees have an obligation to respect & act in accordance with the Policy & to perform their duties in a non-discriminatory way. They are responsible to ensure that it is applied in practice throughout the organisation & to report any instances of victimization, harassment, discrimination or retribution
- All forms of victimization, bullying, harassment or discrimination etc are deemed unacceptable & any breach of this Policy shall be considered a serious disciplinary offence which may, in some circumstances, lead to dismissal
- The Policy & its effective implementation are reviewed at least once a year

Personnel Records

- To ensure effective operation of the Policy, records of applicants & employees personal details, applications & interviews are retained for review. Access is strictly restricted
- On-going monitoring & analysis of such records provides the basis for appropriate preventive actions & improvement to eliminate discrimination

Vacancy Advertising

- Job descriptions shall be comprehensive where possible & written on a fair & non-discriminatory basis
- Advertising is both internal & external & open to all sectors of the community
- All advertisements reference the web site which contains this Policy for reference & any agencies used are governed by the Recruitment Employment Confederation

Selection and Recruitment

- Selection is conducted on a fair, open, job related & non-discriminatory basis & reviewed for Policy compliance
- Wherever possible, more than one person is involved in the selection interview & recruitment process & will have received internal training in equal opportunities
- Wherever necessary, use will be made of lawful exemptions to recruit suitably qualified people to cater for the special needs of particular groups within the company
- Testing procedures are only used for the purpose of assessing applicant's abilities & the decision to employ is based solely on merit. Reasons for the selection & rejection are recorded

Preventive Action

- Wherever possible unnecessary prejudice or unjustifiable barriers will be removed & underrepresented groups will be encouraged to apply for training & employment opportunities with the company
- Training will be provided throughout the company to ensure everyone understands the importance of equal opportunities. Particular training is provided for senior management and staff that recruit, select & train

Signed: _____

(Mark Bloor - Managing Director)

Date: 15th December 2008

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