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# ARKAY BUILDING SERVICES Ltd.

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## Equal opportunities policy

Arkay Building Services Ltd aims to be an equal opportunities employer. It neither permits nor condones any form of discrimination, victimisation or harassment against any person it employs (or agency or contract workers) because of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Arkay Building Services Ltd is committed to challenging and eliminating the traditional stereotyping of certain groups of people and guarding against unlawful discrimination on the basis of possible preconceptions or other assumptions.

All practices, procedures and decisions before, during and after employment in respect of terms and conditions of employment, recruitment, promotion, transfer and training will ensure that there is equal opportunity for everyone on the basis of their relevant merits and abilities.

All employees and those who act on the Company's behalf are required to adhere to this policy when undertaking their duties or when representing the Company in any other guise.

### Entitlements and responsibilities

Unlawful discrimination of any kind in the working environment will not be tolerated and the Company will take all necessary action to prevent its occurrence.

Specifically, the Company aims to ensure that no employee or job applicant is subject to unlawful discrimination, either directly or indirectly, on the grounds of gender, race (including colour, nationality and ethnic origin), disability, sexual orientation, marital status, part-time status, age, religion or belief.

This commitment applies to all aspects of employment, including:

- recruitment and selection, including advertisements, job descriptions, interview and selection procedures
- training
- promotion and career development opportunities
- terms and conditions of employment, and access to employment-related benefits and facilities
- grievance handling and the application of disciplinary procedures
- selection for redundancy.

While positive measures may be taken to encourage under-represented groups to apply for employment opportunities, recruitment or promotion to all jobs will be based solely on merit.

All employees will have equal access to training and other career development opportunities appropriate to their experience and abilities.



### **The equal opportunities complaints procedure**

The equal opportunities complaints procedure is open to everyone who feels they have received unfair treatment because of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. The definition of race includes colour, nationality, ethnic or national origins.

The Company will treat seriously all complaints of discrimination made by employees, clients, customers, suppliers, contractors and other third parties and will take action where appropriate. All complaints will be dealt with using the Company's grievance procedure.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated thoroughly. If you make an allegation of discrimination, the Company is committed to ensuring that you are protected from victimisation, harassment or less favourable treatment. Any such incidents will be dealt with under the Company's disciplinary procedures.