

### COMPANY EQUAL OPPORTUNITIES POLICY

*James Engineering Constructions (Alfreton) Ltd* operate and strictly enforce an equal opportunities policy, which covers all departments within the company structure.

It is the practice of the company to ensure equal opportunities are offered at the time of recruitment, the selection of applicants, training, promotion, disciplinary and dismissal procedures within the company.

Opportunities within the company will be available to any person regardless of race, gender, colour, ethnic or national origins, religion, religious beliefs, sex, sexual preference, sexual orientation, political beliefs, marital status, age, disability or (L.G.B.T) Transgender. *James'* equal opportunities policy will be conveyed to all new employees at the time of induction.

*James'* will take immediate disciplinary action should it be proven that any employee is, or has been subjected, by another employee to victimisation, discrimination or harassment.

In all employee-related issues the point of contact within our organization is our Company Secretary, Vivien Hambleton. The effective implementation of *James'* equal opportunities policy will rest with the Managing Director Mr Chris James.

As part of the Managing Directors responsibility, he will relay and communicate to the Management Structure, the importance of entering into the spirit of the Race Relations Act 1976. The reviewing of the company's equal opportunities policy is to be analysed at the quarterly management review meetings.

*James'* have and will continue to use open recruitment methods, which include advertising in the local press, careers office and job centres.

The applications for each vacancy and the response from different ethnic groups are to be assessed at each quarterly management review meeting.

For and on behalf of *James Engineering Constructions (Alfreton) Ltd*



Chris James  
Managing Director (Reviewed February 2018)