

# EQUAL OPPORTUNITIES POLICY & PROCEDURE

## POLICY

1. Ultimate Building Services (the company) regards itself as an equal opportunities employer and aims to make sure that employees and potential employees are not discriminated against, harassed or mistreated on any of the following grounds; sex, marital status, ethnic origin, colour, nationality, religion, disability, or any other grounds whether prohibited by legislation or not, such as sexual orientation, age, etc.
2. The company recognises that equality of opportunity encourages diversity in employment through good employment practices and the efficient use of our most valuable asset, our employees.
3. Neither will the company permit any of its employees to discriminate against, harass or mistreat another employee or potential employee for any reason.
4. The policy also applies equally to the treatment of our customers, clients and suppliers.

## SCOPE

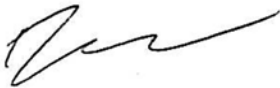
5. This policy applies to all Ultimate Building Services employees at operational premises.

## PROCEDURE

6. The company is an equal opportunity employer the director, manager and employee has a personal responsibility for adhering to this policy and procedure (the policy).
7. The Director and Manager has a particular responsibility for ensuring that the policy is implemented and adhered to, and that any grievances are speedily but thoroughly investigated and acted upon.
8. The policy applies to advertising vacancies, recruitment and appointment to jobs, training, conditions of work, pay and to every other aspect of employment. The imposition of a condition or requirement which has an adverse impact on someone, who, because of their sex, race or marital status is more likely to be affected by it, is unlawful as well as contrary to this policy, unless it can be justified on the grounds of a genuine business need or occupational requirement. (As an example, a height requirement of 6ft will eliminate some men, but proportionately more woman, and so be unlawful.) If such a condition or requirement is considered essential, the Personnel Department should be consulted before any action is taken.
9. Anyone involved in recruitment that has any doubt about the meaning and/or the application of this policy should request appropriate training.
10. Employees who are disabled or become disabled in the course of their employment should inform and advise the company of any “reasonable adjustments” to their work or working conditions which they consider would assist them in the performance of their duties. The company will carefully consider any such proposals and, where reasonable and practicable, will make such adjustments.
11. In the event of any employee being subjected to discrimination, harassment or mistreatment of any sort, they should use the grievance procedure to complain about this. The company is concerned to ensure that employee’s feel able to raise such grievances and no individual will be penalised for raising such a grievance unless the allegation is untrue and malicious.
12. If the matter relates to discrimination, harassment or mistreatment on the basis of an employee’s sex, race or disability, or if the grievance is about the employee’s supervisor, then the grievance may be raised directly with the Manager.

13. Any employee who discriminates against, harasses or mistreats any other employee, disciplinary action will be taken. In serious cases, such behaviour will be deemed to constitute an act of gross misconduct and, as such, may result in summary dismissal.
14. Any employee who raises a grievance, which is found to be untrue and malicious, disciplinary action will be taken.
15. All employees and job applicants will be asked to complete a form indicating their sex, nationality, ethnic origin and any disabilities. The company guarantees that this form will only be used for the purposes of monitoring the equal opportunities policy and procedure and for producing statistics about the composition of the workforce. The composition of the workforce and of job applicants will be monitored and reported on a regular basis.
16. Any questions or uncertainty about the application of this policy and procedure and any requests for training should be addressed to the Manager.

Signed: 01/01/2011



Brett Moore  
Company Director

The Company reserves its right to withdraw or modify any or all of the terms of this policy at its absolute discretion.