

POLICY STATEMENT

Steele & Bray Ltd is an equal opportunity employer and is committed to the implementation and maintenance of employment practices which will ensure that no potential or current employee is treated less favourably on the grounds of gender, marital status, race, nationality (including citizenship), colour, religion, ethnic or national origins, disability or any other grounds which cannot be justified either in job related terms, or as a requirement of the law.

THE LAW

The legal case is that Equal Pay Act (1970); the Sex Discrimination Act (1975); the Race Relations Act (1976) and the Disability Discrimination Act (1995) make discrimination unlawful.

EQUAL OPPORTUNITIES & RACIAL EQUALITY POLICY STATEMENT

As an equal opportunities employer, Steele & Bray Ltd is fully committed to establishing and maintaining a working environment in which recruitment and promotion is based upon merit. We will ensure that no employee or job applicant is treated less favourably on the grounds of sex, marital status, race, nationality, ethnic origin, age, class, sexual orientation, colour or disability or any other grounds which cannot be justified.

Steele & Bray Ltd will ensure that selection decisions will be made on ability using objective, job related criteria.

Steele & Bray Ltd will provide terms and conditions, training, promotion and appraisal without regard to sex, marital status, race, nationality, ethnic origin, age, class, sexual orientation, colour or disability. We state to all employees that any act of discrimination, including harassment will be grounds for serious disciplinary action and complaints will be raised through the grievance procedure.

To this end, within the framework of the law, we are committed, wherever practicable, to achieving and maintaining a workforce representative of the local communities in which we operate. We will monitor the implementation of the policy via a programme of action which will be regularly reviewed and updated.

RESPONSIBILITIES

Overall responsibility for the application of the policy rests with the Managing Director. However, all employees of Steele & Bray Ltd have a personal responsibility under the policy, in particular all Managers and Supervisors.

Steele & Bray Ltd will undertake to actively promote this policy and will periodically review its implementation in order to eliminate any inequality or discrimination. All employees, irrespective of their position within the Company, have a responsibility for ensuring the effectiveness of the policy by :

- Co-operating with any measure introduced by the Company in order to develop equality or opportunity.
- Refraining from taking discriminatory actions or decisions which are contrary to the spirit of this policy.
- Refraining from harassing, abusing or intimidating other employees on account of their race, religion, gender, ethnic origin, age etc.
- Discouraging any discriminatory behavior by others.

STEELE & BRAY LTD

59-67 Moore Street
Kingsley
Northampton
NN2 7HU

Phone: 01604 716808

Fax: 01604 712434

E-mail: info@steele-bray.co.uk

www.steele-bray.co.uk

REMEDIES

Any employee who believes they are being or have been subject to discrimination, harassment, abuse or victimization on account of their race, colour, gender, nationality etc. should submit in writing, the details of this to their Department Manager. This must be done within five working days of the incident in question.

An investigation will be initiated and in the event that an employee or employees are found to have discriminated, harassed, abused or victimized unlawfully or encouraged others to do so, or failed to co-operate with measures designed to promote equality of opportunity, this will be dealt with as a case of gross misconduct and the appropriate disciplinary measures will be taken by the Company.

REVIEW

The Company will review this policy annually or sooner in the event of new legislation being introduced.

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