

Painting • Building • Refurbishment
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Equal Opportunities Policy

1. Objectives

It is the Director's intention to ensure that each employee and prospective employee is treated equally in all matters relating to his/her employment, regardless of the applicant's/employee's colour, race, creed or sex.

2. Equal Opportunities Policy

To achieve the stated objectives, the following policies will be adopted:

2.1 Job Vacancies

Positions within the company may be filled by:

- Word of mouth
- Advertising in various publications, including local and national press
- Job centres

Advertisements will seek to encourage applicants from all sections of the community and shall state that the Company is an Equal Opportunities Employer.

All applicants shall be fairly assessed and positions filled without regard to race, colour, creed or sex. Assessments of each applicant shall be based upon suitability, qualifications, training and experience for the advertised position, where such is called for by the position to be filled.

Where trainee opportunities arise, applicants shall be assessed on various factors relevant to the situation, for example, GCSE results, school reports, etc.

Persons responsible within the Company for interviewing prospective employees shall participate in any courses which may further their unbiased interviewing techniques.

2.2 Promotion

It is also the Director's intention that promotion to higher grades shall be attained solely upon the individual's performance. The employee's colour, race or creed shall not hamper or enhance such progression.

2.3 Training

All company employees undergo training suitable for the work for which they have been employed to carry out. This training shall be carried out both in-house and by external organisations. Since 'blanket' training methods are used, equal training opportunities for all are ensured.



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2.4 Equal Pay

Barry Stewart & Sons Ltd supports the principle of equal opportunities in employment and believes as part of that principle that male and female staff should receive equal pay for the same or broadly similar work, for work rated as equivalent and for work of equal value.

We understand that a right to equal pay between men and women free of sex bias is a fundamental principle of European Community law and is conferred by United Kingdom legislation.

We believe it is in our Company's interest and good business practice that it is awarded fairly and equitably.

We recognise that in order to achieve equal pay for employees doing equal work we should operate a pay system that is transparent, based on objective criteria and free from bias.

3. Action to implement policy

In order to put our commitment to equal opportunities into practice we will:

- 3.1 Examine our existing and future recruitment, promotion and pay practices for all our employees including those who are absent on pregnancy and maternity leave.
- 3.2 Carry out regular monitoring of the impact of our practices.
- 3.3 Inform employees of how these practices work and how their own promotion prospects and pay is arrived at.
- 3.4 Provide training and guidance for managers and supervisory staff involved in decisions about recruitment, promotion, pay and benefits.

We intend through the above action to avoid unfair discrimination, to reward fairly the skills, experience and potential of all staff and thereby to increase efficiency, productivity and competitiveness and enhance the company's reputation and image.

4. Disciplinary Action

It is Management's firm and declared intention to ensure that all employees are treated equally and this affirmation shall be conveyed to all employees, verbally and in writing.

Should Management become aware of any action that contravenes the spirit of the objectives shown in this policy, disciplinary action shall be taken commensurate with the severity of the offence.

Signed:



KEITH GINN
DIRECTOR

