

## **NORTHSTAR CIVIL ENGINEERING EQUAL OPPORTUNITIES POLICY**

1. Northstar Civil Engineering values diversity in its employees, job applicants, suppliers and customers. We recognise that direct and indirect discrimination in the workplace is unlawful and seek to ensure that we operate as an equal opportunities employer and an employer of choice.
2. Specifically as part of our Equal Opportunities Policy we will aim to:
  - Encourage/support applications from prospective employees from all sections of the community and all areas of possible discrimination and disadvantage.
  - Assess all job applications against clear, objective and relevant criteria.
  - Ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic origin, sex, sexual orientation, disability, marital status, age, religion, political viewpoint or affiliation to any trade union.
  - Ensure no employee discriminates unfairly, directly or indirectly in making selection decisions.
  - Ensure that all staff be made aware of our policy of Equal Opportunities Policy.
  - Ensure the continuing employment of members of staff who become disabled wherever feasible.
  - Ensure that offensive and/or discriminatory material is not displayed or allowed in any part of the premises.
  - Ensure the equal pay act for both sexes is enforced
3. Northstar Civil Engineering are committed to applying this policy throughout all areas of employment; recruitment and selection, training, development and promotion. Employees have a duty to observe and apply the policy at all times.
4. Any breach of policy will lead to disciplinary action, which may include summary dismissal.
5. This policy takes into account the requirements of the Rehabilitation of Offenders Act 1974, the Sex Discrimination Acts 1975 and 1986, the Equal Pay Act 1976, the Race Relations Act 1976 (amended 2000), the Disability Discrimination Act 1995 and the Employment Equality Regulations 2003, Employment equality (age) act 2006 and the Equality act 2010.
6. If you become aware of discrimination against another member of staff, you have a duty to advise a director. The director has a responsibility to investigate the matter and if necessary recommend appropriate action which may include disciplinary action. A Grievance Procedure is available to any employee who believes that they have suffered discrimination victimisation harassment or bullying.