

COMPANY EQUAL OPPORTUNITIES POLICY

Polarity Electrical is committed to make full use of the talents, skills, experience and different cultural perspectives available in a multi-ethnic and diverse society. Our aim is to ensure people feel that they are respected, valued and can achieve their potential regardless of race, colour, nationality or ethnic origins, sexual orientation, gender, disability or age.

Polarity Electrical will follow the recommendations of the CRE's Statutory Code of Practice on Racial Equality in Employment in all its employment policies, procedures and practices. We will also seek advice from the Equal Opportunities Commission regarding sexual equality at work, consult the Disability Rights Commission about disability in employment issues and consult ACAS regarding age discrimination legislation.

The aim of this policy is to ensure that:

- No-one receives less favourable treatment, is disadvantaged, victimised or harassed on grounds of race, colour, nationality, ethnic or national origins, gender, sexual orientation, disability or age.
- The company is free of unwanted conduct that violates the dignity of workers or creates an intimidating, hostile, degrading, offensive or humiliating environment.
- Opportunities for employment, training and promotion are equally open to candidates irrespective of gender, racial group, disability or age.
- Selection for employment, promotion, training and access to benefits, facilities and services, will be fair and equitable and based solely on merit.

This policy applies to all aspects of employment, from recruitment to dismissal and former workers' rights.

This policy will be treated as a priority and enacted as follows:

- David Smith will be responsible for the operation of this policy and it will be communicated to all workers and job applicants.
- Workers and their representatives will be consulted about the policy, action plans and strategies. All will be trained on the policy, on their rights and responsibilities under the policy.
- Complaints about discrimination or harassment should be directed to David Smith. These will be treated seriously and may result in disciplinary action or even dismissal.
- Opportunities for employment, training and promotion will be equally open to candidates irrespective of gender, racial group, disability or age. Our company will look to make reasonable adjustments to accommodate employees or applicants with a disability. The following factors will be assessed in relation to the tasks of the job. Mobility, manual dexterity, physical coordination, ability to lift and carry, speech, hearing, eyesight, ability to concentrate and perceive the risk of physical danger.
- All workers will be encouraged to develop their skills and qualifications. Selection will be entirely related to the job or training opportunity.

- We will take a flexible approach to working arrangements and consider requests for changes carefully and objectively.
- The following will be monitored by gender, racial group, age and disability: employment, training and promotion application, grievances, disciplinary action and employment termination. This information will be held in confidence and will be used to promote equality of opportunity.
- Requirements, conditions, provisions, criteria and practices will be reviewed, in the light of the monitoring results and revised if they are found to, or might, discriminate on any of the above grounds.
- Contracts with sub-contractors will include a clause prohibiting unlawful racial discrimination or harassment and encourage them to provide equality of opportunity in their employment practices.
- Customers and clients will be made aware of the policy and of their right to fair and equal treatment, irrespective of race, colour, nationality or ethnic origin, sexual orientation, gender, disability or age.

This policy will be reviewed annually.

David Smith

23rd December 2008.

Polarity Electrical Ltd

