



# MOORE CONCRETE

## Equal Opportunity Policy

The Company will provide equal opportunity for all job applicants and workers. All recruitment, promotion and training will be based upon an individual's ability and job performance and will exclude any consideration of an applicant's/worker's religious beliefs, political opinion, sex, sexual orientation, marital status, age, race or disability, trade union membership or non membership or being a part time or fixed term worker. The Company will not directly or indirectly discriminate on the aforementioned grounds.

*To ensure that the Equal Opportunity Policy is effective, the Company will:*

1. Allocate responsibility for the implementation of the Policy to the Managing Director.
2. Make this statement known to all workers, and display it on appropriate notice boards and the Employee Handbook.
3. Consult with workers or workers' representatives about procedures required to make this Policy effective.
4. Maintain a neutral working environment in which no worker feels under threat or intimidated because of his/her religious belief, political opinion, sex, sexual orientation, marital status, age or disability, race, trade union membership or non membership, e.g. prohibit the display of flags, emblems, posters, graffiti or the circulation of materials or the articulation of slogans or songs which are likely to give offence or cause apprehension among particular groups of workers.
5. Provide facilities for any worker who believes he/she has been discriminated against to raise the matter through the appropriate procedure. Any complaints of bullying/harassment to be raised through the appropriate procedure also. See Employee Handbook.
6. Ensure that the Company's recruitment and selection procedures, outlined below are consistent, provide equality of opportunity and are seen to be fair by all workers and job applicants. Selection will be based on ability to do the job in question.
  - Job descriptions and personnel specifications will be used for each post in question.
  - All vacancies will be advertised as widely as possible.
  - Any advertisement for a vacancy in the Company will clearly define main duties and necessary requirements for the post in question.
  - All job applicants will be required to complete an application form which will be accompanied by a request for a voluntary statement on community background for the collection of equal opportunity data. This monitoring form will not be included as part of the formal application but will be retained separately and will not be used as the basis for any employment decision.
  - Shortlisting for interviews will be based upon job-related criteria. Where appropriate job related tests may be used.
  - Written assessments will be made on each individual interviewed and reasons for acceptance or rejection recorded.
7. Commit itself to keep under review the operation of this Equal Opportunity Policy to take account of changing circumstances.
8. Adopt appropriate affirmative action measures, if necessary.
9. Carry out the statutory periodic review of employment procedures and practices as required under Article 55 of the Fair Employment Statement (NI) Order 1998.
10. Regard breaches of this Policy as misconduct which will lead to disciplinary proceedings.

Signed: *William Moore*  
Managing Director

Date: 20/04/22