



Equal Opportunities Policy



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Policy

It is the policy of Land Engineering Limited ("the Company") and any subsidiary and associated companies to treat all job applicants, employees and workers in the same way, regardless of age, sex, race, colour, marital status, religion, ethnic or national origin, sexual orientation or disability and to ensure that all employees are treated fairly and equally.

The Company is committed to ensuring within the framework of the law and in accordance with best practice, that its workplaces are free from unlawful discrimination, to ensure that its employees achieve their full potential and that all employment decisions are taken without reference to irrelevant or discriminatory criteria.

Purpose

The purpose of this policy statement is to record and inform all employees and third parties with whom the Company may deal of the Company's intention to ensure that all personnel policies, procedures and activities are in full compliance with all current applicable employment legislation and with all Codes of Practice issued by the relevant bodies.

Scope

This policy applies to employees and applicants.

Equal Opportunities Policy Statement

The Company will not discriminate directly or indirectly (as explained below) against any employee or job applicant on the grounds of age, sex, marital status, race, ethnic or national origin, colour, nationality, sexual orientation, religion, disability, membership or non-membership of a Trade Union or any other basis prohibited by law.

The Company is committed to ensuring that all employees and applicants for employment are protected from unlawful discrimination in employment and from victimisation.



Implementing Equality of Opportunity

All recruitment and employment decisions will be made on the basis of fair and objectively justifiable criteria, details of which are available from the Human Resources Department. All advertisements for positions within the Company will conform to the requirements of this Policy. Employment decisions will be based solely upon an individual's qualifications, skill, experience and suitability. The Company's selection procedures will be reviewed from time to time to ensure that they are appropriate for achieving these stated objectives and for avoiding unlawful discrimination.

Job specifications will be limited to those requirements which are necessary for the effective performance of the job. Interviews will be conducted on an objective basis and personal or home commitments will not form the basis of employment decisions except where necessary.

The requirements of job applicants, and of existing members of staff who have or have had a disability, will be reviewed to ensure that wherever possible reasonable adjustments are made to enable them to enter into or remain in employment with the Company.

Promotion opportunities, and benefits and facilities of employment, will not be unreasonably limited and every reasonable effort will be made to ensure that disabled staff may participate fully in the workplace.

Remuneration and Benefits

The Company will ensure that its employees are rewarded through its remuneration and benefits policies in a fair and equitable manner and in accordance with this Policy.

Training

Attendance at training courses or sponsorship for training will be provided to employees on an objectively justifiable and non-discriminatory basis.

Discipline

Any employee who discriminates against, victimises or harasses, any other person in breach of this Policy will be subject to the Company's disciplinary procedure. Any breach of this Policy is regarded as Gross Misconduct.

Grievances

Any employee or job applicant who believes that they have been treated unfairly and potentially in breach of this Policy, should use the Company's Grievance Procedure.



Bullying and Harassment

All employees (as well as clients, customers or members of the public) are entitled to an environment which respects their personal dignity and which is free from bullying and harassment. Both bullying and harassment will be treated as Gross Misconduct and incidents will be dealt with under the Company's Disciplinary Procedure.

Harassment or bullying means any behaviour, any verbal or physical abuse, any derogatory comments, displays or emblems, or discriminating remarks made by one or more persons in the workplace, which are any of the following:

- threatening
- offensive
- unwanted, unreciprocated
- cause humiliation, offence, fear or distress
- interferes with job performance or creates an unpleasant working environment
- intimidates or is abusive to any employee

Harassment can take many forms. It can range from extreme forms such as violence and bullying to less obvious actions like ignoring someone at work. The following, though not an exhaustive list, may constitute harassment:

- physical contact ranging from touching to serious assault
- verbal and written harassment through jokes, offensive language, gossip and slander, sectarian songs and letters
- visual displays of posters, graffiti, obscene gestures, flags, bunting and emblems
- coercion such as pressure for sexual favours

The Company offers an "open door" policy to anyone who feels that they have been subjected to bullying or harassment of whatever nature.

An employee who considers that they have been subjected to harassment or bullying behaviour may seek confidential assistance from their Line Manager or Supervisor in the first instance. An informal approach to the employee's Line Manager or Supervisor will be treated as completely confidential and will not result in any report to anyone within the Company without that employee's consent.

Where the subject of the complaint is your Line Manager or Supervisor then assistance should be sought from the next level of management or the Human Resources Manager.

Where informal resolution is not appropriate, not requested or where the outcome has not been satisfactory, it may be appropriate to bring a formal complaint in terms of the Company's Grievance Procedure.



All employees are expected to familiarise themselves with this policy and to observe its terms. It is every employee's right to equality of opportunity and not to be discriminated against unjustifiably. Likewise, it is every employee's duty to ensure implementation of this Policy. Employees who may be aware of breaches of this Policy by others within the Company should report the matter to their Line Manager, Supervisor or the Human Resources Manager in strict confidence.

An employee who falsely accuses another colleague of harassment will be dealt with under the company's disciplinary policy as having committed an act of harassment themselves.

This Policy will be kept under review in order to ensure that it is current, effective and in accordance with latest developments in the law and best practice. The Company welcomes suggestions to improve this Policy and the Company's practices and procedures.