

Equal Opportunities Policy Statement

1. POLICY STATEMENT

Olivet Group (incorporating Oliveti Construction Ltd and Oliveti Cubicles Ltd) is an equal opportunity employer and is committed to a Policy of treating all its employees, sub-contractors and job applicants equally. Our Equal Opportunities Policy aims to ensure that no employee, sub-contractor or potential employee shall receive less favourable treatment or consideration. The Company will take all reasonable steps to employ and promote employees on the basis of their abilities and qualifications without regard to the Protected Characteristics introduced in the Equalities Act 2010 of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation. For the context of this Policy discrimination is implied to mean in any of these aforementioned areas.

Employees have a duty to co-operate with the Company to make sure that this policy is effective to ensure equal opportunities and to prevent discrimination.

All employees are instructed that:

- 1.1 The Company will keep its policy, procedures and practices on equal opportunities under review.
- 1.2 The Company will appoint, train, develop and promote purely on the basis of merit, ability and experience.
- 1.3 All employees have personal responsibility for the practical application of the Company's Equal Opportunity Policy, which extends to the treatment of employees, job applicants, customers and visitors. Special responsibility for this falls upon Managers involved in the recruitment and selection of new employees and the training and promotion of current employees.
- 1.4 Employees should bring to the attention of their Manager to any suspected discriminatory acts of practices.
- 1.5 Employees must not victimise or retaliate against another employee who has made an allegation or complaint of discrimination (of any type whatsoever), or provided information about such discrimination. Any such behaviour will be treated as gross misconduct in accordance with the Company's Disciplinary Policy. Employees should support colleagues who suffer such treatment and are making a justifiable complaint.
- 1.6 Disciplinary action will be taken against any employee who is found to have committed an act of unlawful and improper discrimination. Allegations of discrimination which are not made in good faith will also be considered as a disciplinary matter. Serious breaches of the Equal Opportunities Policy will be treated as gross misconduct and could render the employee liable to summary dismissal without notice.
- 1.7 In the case of any doubt or concern about the application of the Policy in any particular instance, a Manager should be contacted.

2. SOURCES OF RECRUITMENT

The Company ensures its recruitment process results in the selection of the most suitable person for the job in respect of merit, ability, experience or qualifications.

3. ADVERTISEMENTS

Recruitment publicity must positively encourage applications from all suitably qualified and experienced people. When advertising job vacancies, in order to attract applications from all sections of the community, the Company will, as far as reasonably practicable:

- 3.1 Ensure advertisements are not confined to those areas or publications which would exclude or disproportionately reduce the numbers of applicants of a particular gender or racial group for example;
- 3.2 Avoid prescribing any unnecessary requirements which would exclude a higher proportion of a particular gender or racial group for example;
- 3.3 Avoid prescribing any requirements as to marital status;
- 3.4 Where vacancies may be filled by promotion or transfer, they will be published to all eligible employees in such a way that they do not restrict applications from employees of any particular race or gender for example;
- 3.5 The Company will not recruit new employees solely on the recommendation of an existing employee;
- 3.6 The setting of age limits, as a matter of general recruitment Policy or as a criterion of any specific job, must be justifiable and non-discriminatory.

4. SELECTION METHODS

The Company ensures the selection process will be completed consistently for all jobs at all levels. The Company will ensure that this Equal Opportunities Policy is available to all employees and in particular is given to all employees with responsibility for recruitment, selection and promotion. The selection of new employees will be based on the job requirements and the individual's suitability and ability to do, or to train for, the job in question.

5. SELECTION TESTS

Selection tests where used will be limited to questions relating to the particular job and/or career requirements. Such tests measure the individual's actual or inherent ability to do or to train for the work or career. Thus, questions or exercises on matters which may be unfamiliar to racial minority applicants or applicants of a particular gender will not be included in the tests if they are unrelated to the requirements of the particular job. The tests which are used will be reviewed from time to time in order to ensure that they remain relevant and free from any unjustifiable bias, either in content or in scoring mechanism.

6. APPLICATIONS AND INTERVIEWING

All applications will be consistently processed in the same way. The employees responsible for short-listing, interviewing and selecting candidates will be clearly informed of the selection criteria and of the need for their consistent application.

During the recruitment process; wherever possible all applicants will be interviewed by at least two people. All questions that are put to the applicants will relate to the requirements of the job.

If it is necessary to assess whether personal circumstances will affect the performance of the job (for example, if the job involves unsociable hours or extensive travel), this will be discussed objectively, without detailed questions based on assumptions about age, beliefs or religion, care or domestic responsibilities, disability, ethnic origin or race, gender, marital or part-time status, nationality or sexual orientation.

7. TRAINING, TRANSFER AND PROMOTION

The Company will take such measures as may be necessary to ensure the proper training, supervision and instruction for all Managers in order to familiarise them with the Company's Policy on equal opportunities, and in order to help them identify discriminatory acts or practices and to ensure that they promote equal opportunity within the area for which they are responsible. All persons responsible for selecting new employees, employees for training, or for transfer to other jobs, will be instructed not to discriminate on any grounds whatsoever.

Where a promotional system is in operation, the assessment criteria will be examined to ensure that they are not discriminatory. The promotional system will be checked from time to time in order to assess how it is working in practice. When a group of employees predominantly of one race or gender is excluded from access to promotion, transfer and training and to other benefits, the promotional system will be reviewed to ensure that there is no unlawful indirect discrimination.

Where general ability and personal quality are the main requirements for promotion to a post, care will be taken to consider favourable candidates of all races or gender, with different career patterns and general experience.

8. TERMS OF EMPLOYMENT, BENEFITS, FACILITIES AND SERVICES

All terms of employment, benefits, facilities and service will be reviewed from time to time, in order to ensure that there is no unlawful discrimination on the grounds of any of the protected characteristics

9. GRIEVANCES AND COMPLAINTS

All allegations of discrimination whatsoever will be dealt with seriously, confidentially and speedily through the Company's Grievance Policy. The Company will not ignore or treat lightly grievances or complaints from individuals of any particular group.

The Company's grievance and complaints procedures are available to any employee who believes that he or she may have been unfairly discriminated against. The Company's separate Harassment Policy details all types of harassment including sexual, racial, disability and bullying.

10. MONITORING EQUAL OPPORTUNITY

The Company may monitor the effects of selection decisions and personnel practices and procedures in order to assess whether equal opportunity is being achieved. The Company may, from time to time, look at:

- 10.1 The gender, religion and ethnic composition of the workforce of each area and changes in its distribution over periods of time;
- 10.2 The selection decisions for recruitment, promotion, transfer and training, according to the gender, religion or racial group of candidates, and the reasons for those decisions.
- 10.3 Reviewing the selection criteria and personnel procedures to ensure that they do not include provisions, criteria or practices which constitute, or may lead to, unlawful indirect discrimination.

11. POLICY REVIEW

Oliveti Group will regularly review this Policy Statement to determine its effectiveness in order to ensure it remains appropriate to the nature and scale of the organisations risks. The Policy Statement will be amended when changes to legislation or operational procedures require. Amendments will be issued to all Oliveti Group employees, subcontractors and any other individuals working on behalf of Oliveti Group where necessary.

Signed:



G Oliveti, Managing Director

January 2022