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Equal Opportunities Policy Statement

Thursday 18 August 2016

The Company recognises and welcomes the Equal Pay Act, 1970; the Sex Discrimination Act, 1975; the Race Relations Act, 1976 and the Disability Discrimination Act 1995, and their attempts to provide equal opportunities for all.

It is the policy of the Company to ensure that all employees are recruited, trained and promoted on the basis of ability, the requirements of the job, and similar objective and relevant criteria. All employees will be encouraged to take advantage of facilities to better themselves at work.

No applicant for employment or employee will be treated less favourably than another on grounds of race, gender, orientation, marital status, nationality, ethnic or national origin, colour, creed, disabilities or age (except where there are legal limitations e.g. persons under 18 in certain jobs).

It is the duty of all employees to accept their personal responsibility for the practical application of the policy but the Company acknowledges that specific responsibilities fall upon management, supervisors and individuals professionally involved in recruitment and personnel management.

To ensure that this policy is consistently applied co-ordinating responsibilities have been assigned to the Director who will monitor the operation of the policy for both employees and job applicants and undertake periodic audits.

To safeguard individual rights under the policy any employee who believes that the Company has applied inequitable treatment to him or her within the scope of the policy should raise the matter through the appropriate grievance procedure.

To make the policy work requires much more than this formal statement. The policy will assist the creation of the right climate for success but it is for each employee to make his or her own contribution. The policy will, therefore, be brought to the attention of every employee and job applicant and will be kept under regular review.

A handwritten signature in black ink, appearing to read 'Paul Dransfield', written over a light blue horizontal line.

**Paul Dransfield
Managing Director**