

Equal Opportunities and Diversity Policy Statement

JCM Groundworks Ltd (JCM) is an equal opportunities employer. The aim of this policy is to ensure that job applicants, contractors and employees are treated fairly and equally irrespective of their gender, race, ethnic origin, disability, age, nationality, sexuality, religion or beliefs, marital status or social class. JCM oppose all forms of unlawful and unfair discrimination. All employees, whether self-employed, part time, full time or temporary, will be treated fairly.

Selection for employment, promotion or training will be on the basis of aptitude and ability. All employees and contractors will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

Our commitment:

- To ensure every employee has a working environment which promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- To communicate the commitment to equality and diversity in the workplace - it is good management practice and makes sound business sense.
- To engage all employees and self-employed contractors in the policy encouraging individuals' to accept their personal responsibility in the implementation of this policy in the workplace.
- To reinforce that any breach of the equality and diversity policy will be regarded as misconduct and could lead to disciplinary proceedings.
- The Company acknowledges that specific responsibilities fall upon management, supervision and individuals professionally involved in recruitment and employment administration. To ensure that any such direct or indirect discrimination is not occurring, recruitment and other employment decisions will be regularly monitored in conjunction with ethnic records or job applicants and existing employees.

Any employee who believes that he or she has been unfairly treated in any sense associated with this policy is entitled to raise the matter through their line manager and the grievance procedure. This policy will be regularly monitored and reviewed annually.

Signed:

A handwritten signature in black ink, enclosed within a rounded rectangular border. The signature appears to be 'Michael Montague'.

(Michael Montague, Director)

Date: 6th December 2014

Review date: 5 December 2015