

ALTEREGO CONSULTANCY – EQUAL OPPORTUNITIES POLICY STATEMENT 2016

Alterego Construction and Interiors (Consultancy) Ltd has a vision for a workplace that enables men and women to fulfil their potential free from assumptions based on their sex, race, nationality or disability. It is also our mission to implement and adhere to the following:-

LEGISLATION

- **Race Discrimination**

No discrimination shall be made to any individual on the groups of their race, colour, nationality, citizenship and ethnic or national origins as stated in The Race Relations Act 1976. Alterego Construction & Interiors (Consultancy) Ltd is also area of the Commission for Racial Equality. This was set up in the Race Relation Act of 1976. The CRE has produced a code of practice which although not legally binding can be referred to in a court of law.

- **Sex Discrimination**

No discrimination shall be made against a man or a woman on the groups of their sex or marital status as stated in the Sex Discrimination Act 1975 and the Employment Act 1989.

- **Equal Pay Legislation**

No discrimination shall be made between men and women with regard to pay and the terms of their contracts of employment eg overtime bonus and piecework payments, holiday and sick leave entitlement. This will allow for equal pay for both sexes where they are doing equal or similar work of their jobs are classed as equivalent as stated in the Equal Pay Act 1970 (amended 1983).

- **Disability**

No discrimination shall be made against any person who has or previously had a disability as per the Disability Discrimination Act 1995.

DISCRIMINATION

- **Direct**

It is the policy of Alterego Construction & Interiors (Consultancy) Ltd to suppress discrimination in the work place by offering employees the same opportunity regardless of sex or race.

- **Indirect**

It is the policy of Alterego Construction & Interiors (Consultancy) Ltd to view all options when implementing a procedure or requirement that will have an adverse effect on any employee.

- **Victimisation**

It is the policy of Alterego Construction & Interiors (Consultancy) Ltd to never victimise any employee or tolerate victimisation of an employee because of their opinions or beliefs or if they have conflicting views with the company.

GRIEVANCE

Should any employees have any grievance be it a personal or group grievance they must take it to the Partners who will deal with it in a timely and professional manner (as agreed in the standard contract of employment).

DISCIPLINARY ACTION

Any employees who act in a manner which the company deems to be disrespectful of company rules and procedure then dependent on the seriousness of the situation the employee will be given either, an informal verbal warning or a formal warning which will involve a disciplinary interview. Should the employee's behaviour be investigated and found to be of gross misconduct then the employee will be instantly dismissed.

A summary description of conducts deemed unsuitable is included in the employee's contract of employment.

Signed:



Date: 4 April 2016

Derek A Bolton (Managing Director)