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EQUAL OPPORTUNITIES POLICY STATEMENT

The Dodd Group (hereinafter referred to as the Company) is fully aware of its responsibilities under the following legislative instruments:

Sex Discrimination Act 1986

Equal Pay (Amendment / Regulations) 1983

Race Relations Act 1976

Employment Act 1990

To ensure full compliance with such Acts, Mr. M. C. Farmer (Director) is responsible for ensuring that the Company follows the simple guidelines identified below.

The Company wishes to employ only the best person for each job and will treat fairly all applicants for jobs and those appointed.

No applicant will be rejected on the grounds of age, gender, sexuality, class, religion, colour, belief or union association. Commitment to implementing the Group’s Equal Opportunities Policy will form part of the job description for all workers.

Breach of the Policy will be construed as an act of Gross Misconduct and in accordance with the Group’s Disciplinary Policy will be dealt with accordingly.

(i) RECRUITMENT

The aim of the Company is to recruit employees on a fair and non-discriminatory basis.

In order to achieve this :-

The Company will not practise recruiting only by “word of mouth” as this restricts applications from racial groups who may be under represented in the workforce.

When advertising the Company will :

Use a wide range of organisations and publications to advertise its jobs (e.g. local schools, youth clubs, job centres, careers offices, ethnic minority and local press, race equality councils) with the aim of attracting interest from a wider community.

Ensure that the wording of job adverts does not place unfair restrictions or requirements on a particular racial group or groups, e.g. specifying length of residence in the U.K., requesting specific qualifications, which are not necessary for the effective performance of the job.

Ensure that the adverts state “We are an Equal Opportunities Employer” and encouraging applications from under-represented groups for jobs with the Company.

Application forms should have a space for all applicants to declare their ethnic origin.

(ii) SELECTION

The aim of the Company is to select employees on a fair and non-discriminatory basis.

In order to achieve this:-

The Company will measure the suitability of each applicant / candidate against the requirements of the job.

The use of selection tests will be constantly reviewed to ensure that they are related to job requirements and are not unlawfully discriminatory.

(iii) PROMOTION

The aim of the Company will be to promote employees on a fair and non-discriminatory basis.

In order to achieve this:-

The promotion criteria will relate specifically to the individual's ability and aptitude to do the job.

The Company will periodically review the promotion procedure.

(iv) TRANSFER

The aim of the Company will be to (where necessary) transfer employees on a fair and non-discriminatory basis.

In order to achieve this:-

The Company will not automatically transfer employees who complain of racial discrimination.

The Company will periodically review its criteria for transferring employees.

(v) TRAINING

All persons responsible for recruitment, selection, promotion and transfer of staff will receive on-going training in equal opportunities.

Training will achieve two objectives:-

- (i) Enable employees to recognise the Company's and their own legal obligations under the Race Relations Act 1976.
- (ii) Develop the necessary skills to translate the Equal Opportunities in Employment policy into practice.

The Company will also ensure that all its employees have equal access to training and development opportunities.

(vi) DISMISSAL (INCLUDING REDUNDANCY AND OTHER DETRIMENT)

The aim of the Company will be to ensure that it does not unlawfully or unfairly discriminate on racial grounds in dismissal, redundancy or other detriment to an employee, as identified within the Company's Policy on Selection for Redundancy.

(vii) MONITORING

The Company will continually monitor the selection, promotion, transfer, training and dismissal process, this monitoring will include the statistical analysis of the origins of all applicants to assess the effectiveness of the Equal Opportunities Policy.

The purpose of such monitoring is to ensure that wherever practicable all ethnic groups are adequately represented in each area. Where under-representation is apparent the methods of selection for employment, promotion, transfer, training or dismissal will be reviewed to assess their current relevance.

DEFINITION OF TERMS AS USED IN THIS POLICY

This Policy Document refers to four categories of discrimination which are defined as follows :

Direct Discrimination

Results from treating a person less favourably on the grounds of gender, race, disability, colour, ethnic and national origin, nationality, sexuality, marital status, responsibility for dependants, religion, trade union activity or age.

Indirect Discrimination

Arises where a condition or requirement, although applied equally to the above groups listed in the Policy Statement, has the effect of excluding, penalising or treating less favourably any of these groups, and cannot be shown to be justifiable and will be to the detriment of those who cannot comply with it.

Victimisation

Occurs if a person is given less favourable treatment than others because he / she has exercised his / her rights under the Policy or the relevant legislation.

Harassment

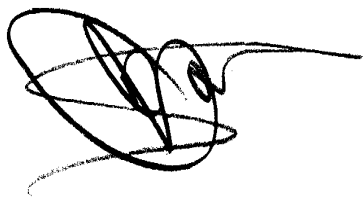
Is defined as any behaviour, deliberate or otherwise, directed at an individual, that is found to be offensive or objectionable to the recipient, and that might threaten an employee's job security or create an intimidating environment.

The Company reserves the right, where continual monitoring suggests such action may be appropriate, to:

Seek advice from The Commission for Racial Equality, Race Equality Council or the Race Relations Employment Advisory Service, and upon their advice take appropriate action (including positive action) which may necessitate a further review of this Policy.

This Policy was last reviewed on 31st Dec 2006

Signed



M. C. Farmer - Director