



EQUALITY AND DIVERSITY POLICY STATEMENT

It is the policy of ENVIRO BUILDING SOLUTIONS LTD to treat clients, new job applicants, existing staff and any other person in the same way regardless of their sex, sexual orientation, age, race, ethnic origin, physical appearance or disability.

Procedure

1. The company is an equal opportunity employer. Equal opportunity is about good employment practices and efficient use of our most valuable asset, our employees. Every Executive officer of the Company and employee has a personal responsibility for the implementation of this policy. Any instance of doubt about the application of the Policy or other questions should be addressed to the Managing Director.
2. The company will not discriminate on the grounds of sex, marital status, ethnic origin, nationality, disability or other grounds of discrimination not prohibited by legislation, such as sexual orientation, physical appearance and age.
3. The policy applies to the advertisement of jobs, recruitment and appointment to them, training, conditions of work, pay and to every other aspect of employment. The policy also applies equally to the treatment of our customers and clients.
4. Employees should note that the imposition of any condition or requirement which has an adverse impact on someone because his or her sex, race, marital status, age, sexual orientation, physical appearance or disability is more likely to be affected by it than other personnel will also be unlawful unless it can be justified on the grounds of Health & Safety. In all situations such as these then the Managing Director is to be consulted first.
5. Any employee of the company if they consider that they are being discriminated against may complain to the Managing Director. The company is concerned to ensure that all employees feel able to raise such grievances and no individual will be penalised for raising such a grievance unless it is untrue and made in bad faith.

Discipline

6. Any employee who harasses another employee on the grounds of race, age, sex, sexual orientation, physical appearance or disability will be subject to the company's disciplinary procedure. In serious cases, such behaviour will be deemed to constitute gross misconduct and as such will result in action being taken against him/her.