

18th October 2011



EQUAL OPPORTUNITIES POLICY

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Introduction

HW Architectural Limited is committed to promoting a healthy working environment based on the principle that everyone is entitled to be treated with dignity and respect. The Company is also committed to ensuring that it makes full use of the skills and abilities of all its employees.

Policy

- 1 HW Architectural Limited will not tolerate discrimination of any form against its employees or potential employees. Specifically this covers discrimination on the grounds of age, disability, marital status, politics, race, religious belief, sex or sexual orientation. Bullying, harassment, intimidation and victimisation are regarded as discrimination.
- 2 All decisions regarding recruitment, training or promotion will be based on the requirements of the job and the individual's skills, abilities, career experience and potential.
- 3 Where an employee becomes disabled whilst employed by the Company every effort will be made to enable him/her to continue in employment and to receive appropriate training.
- 4 It is the duty of all Managers and Supervisors to treat employees in accordance with the above and to ensure that their staff are not discriminated against. It is their duty to deal appropriately with any employee who may complain to them on either a formal or informal basis about discrimination.

Comprehensive Responsibility

- ❖ It is the responsibility of every person in management to ensure compliance at all times with this policy.
- ❖ It is the responsibility of every employee to ensure they comply with this policy.
- ❖ It is the responsibility of everyone to treat all those with whom they come into contact during their working life with respect.



FM 36842



Council for Aluminium
in Building

HW Architectural Ltd

a subsidiary of MOLDS Limited
Managing Director:
Michael Dobson
Directors:
Graham Lumb, Hamish Ogilvie,
Howard Sykes
Registered Office:
Birds Royd Lane, Brighouse,
West Yorkshire, HD6 1NG
Registered in England No. 3674372





Liability

Any allegation of discrimination or breach of this policy will be taken very seriously. If a discrimination or breach has been found to have taken place, this will be regarded as a disciplinary offence and appropriate action (which may include summary dismissal) will be taken.

Complaint and Investigation

Any person believing themselves to have been dealt with in breach of this policy should report the matter to their Manager. Alternatively, the individual may speak in confidence to one of the employee representatives specifically appointed for this purpose. If you are unaware who these representatives are please speak to any Manager, who will advise you.

All efforts will be made to preserve the confidentiality of both the alleged victim and aggressor, at least until the matter is resolved.

Signed on behalf of the Board

Michael Dobson
Managing Director

