

ROFFT DEVELOPMENT 2000 LIMITED

EQUAL OPPORTUNITIES POLICY

**Rofft Development 2000 Ltd, Pinfold Works, Rossett Road, Trevalyn,
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Policy Statement

Rofft Development 2000 Ltd is committed to promoting equal opportunities.

The Company values diversity and encourages fairness and justice.

The Company wants equal chances for everyone to be able to work, learn and live free from discrimination and victimisation.

The Company will combat discrimination throughout the organisation and will use its position of influence, wherever possible, to help overcome discriminatory barriers.

In seeking to achieve this vision, the Company will strive to:

- Encourage equality of opportunity for all people and actively promote good relations.
- Eliminate any conditions, procedures and individual behaviour that can lead to discrimination even where there was no intent to discriminate, with particular regard to: Race, Gender, Disability, Sexuality, Age, Religion and Belief plus Employment issues.
- Whilst recognising that individuals may experience disadvantage on more than one level.
- Offer services fairly to all people, ensuring that anyone in contact with the Company is treated with respect, making provision for those groups within the community whose needs and expectations are less well met.
- Comply with all legislation dealing with discrimination and the promotion of equality, following the codes of practice issued to support this legislation.
- Ensure all employment policies, procedures, guidelines and circulars reflect and reinforce the Company's commitment to equality.
- Ensure mechanisms are in place for responding to complaints of discrimination and harassment from employees and the public.
- Encourage disadvantaged groups and individuals to participate in Company activities.
- Make this policy known to all employees, job applicants, and local citizens.
- Periodically review the Equal Opportunities policy.

Responsibility

The Equal Opportunities Policy is covered by the Management. Overall responsibility for the implementation of the policy lies with the Management.

Equal Opportunities - Accessibility Guidelines

The Company exists to maximise the well being of all employees. In pursuing this aim, it will strive for a just workplace which gives everyone equality.

Vision Statement:

The Company's services must be accessible to and appropriate for all the members of the community who might wish or need to use them.

The Company will take all reasonable steps to ensure its employment arrangements are accessible.

In seeking to achieve this vision, the Company will strive to:

- Facilitate physical access into the buildings it controls.
- Monitor and evaluate accessibility in order to make improvements.
- Use communication methods that are appropriate and sensitive.
- Improve the accessibility of employment arrangements or physical features of the workplace to meet the needs of staff and applicants with disabilities or other needs.
- Employment Training and Organisational Development

Guidelines

Statement of Principles

The Company is committed to ensuring that all its employment policies, procedures, guidelines and circulars will reflect and reinforce the Company's commitment to equality.

The Company will through its policies and training seek to create a:

- Prejudice-free and supportive working environment.
- Workforce which reflects the diversity of the local population, ensuring that people from all sections of the local communities have equality of opportunity to obtain employment in all areas and levels of the Company
- Recruitment and Selection

The Company will strive to:

- Ensure that all employees are recruited and promoted on the basis of ability and other objective relevant criteria.
- Work towards ensuring that through recruitment that its workforce represents the community it serves.
- Be committed to equality of opportunity for all people and protect against all forms of discrimination, with a particular regard to:
 - Gender; Race; Disability; Religious and Belief; Age; Sexuality
- Ensure that it communicates job opportunities to all sections of the community. We will scrutinise the recruitment process to ensure that we do not discriminate or discourage applications from any section of the community.
- Ensure that all its employees who are part of the recruitment selection panel are trained on equalities issues.
- Use appropriate legislation as a framework for action to support the recruitment process in a positive way.
- Collect and use recruitment information to support a fair and effective recruitment process.

Training and Organisational Development

The Company will:

- Seek to ensure that all employees are developed by the provision of appropriate and accessible learning opportunities in line with Company needs.
- Provide training that complies with the Company's Equalities Policies.

Monitoring and Evaluation

The Company will:

- Continually monitor its workforce profile against the community profile to work towards a workforce that is reflective of the community it serves.
- Specifically monitor recruitment, promotion, and training opportunities and take up of training, pay, grievance, disciplinary and exit from employment.
- Monitor its performance against national best value performance indicators in respect of all equalities issues.
- Continue to review its monitoring processes to comply with changes in legislation.

Equal Opportunities Policy - Supporting statements

Race Equality: The Company is committed to promoting a cohesive society and eliminating unlawful racial discrimination. The Company will promote equality of opportunity and good relations between people of different racial, national and ethnic groups.

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Disability Equality: The Company will not treat a person less favourably directly or indirectly on the basis of his/her disability and will promote equality of opportunity for people with disabilities.
Gender Equality: The Company will not treat a person less favourably directly or indirectly due to gender or marital status.

Equality of Employment: The Company will through its policies and training seek to create:
A prejudice free and supportive working environment;
A workforce which reflects the diversity of the local population ensuring that people from all sections of the local community have equality of opportunity to obtain employment in all areas and levels of the Company

Accessibility: The Company's services must be accessible and appropriate for all members of the community who might wish or need to use them. The Company will ensure its employment arrangements are accessible.

Sexual Orientation: The Company will not discriminate directly or indirectly on the grounds of sexual orientation.

Gender Reassignment: The Company will not discriminate directly or indirectly on the grounds of gender reassignment.

Religion and Belief: The Company will not discriminate directly or indirectly on the grounds of religion or belief.

Age: The Company will not discriminate directly or indirectly on the grounds of Age.

Signed:

Michal Palamarczuk