



POLICY DOCUMENT 3

EQUAL OPPORTUNITIES

Incorporating:
K L Harrison & Associates Ltd.
Civil & Structural
Engineering Consultants

It is the policy of BdR (Civil and Structural Engineering) Ltd (BdR) to appoint and develop staff irrespective of their ethnic origin, disabilities, sex, sexual orientation, marital status, religion or age.

BdR accepts its statutory obligations under the Equal Pay Act 1970 and subsequent amendments, the Rehabilitation of Offenders Act 1974, the Sex Discrimination Act 1975 and subsequent amendments and the Race Relations Act 1976 and subsequent amendments, the Disability Discrimination Act 1995 and 2005, the Employment Equality (Age) Regulations Act 2006, the Employment Equality (Religion or Belief) Regulations 2003 and observes, as far as is possible, the requirements and codes of practice of the Equality and Human Rights Commission.

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Action Required:

- Job advertisements are to be drawn up in such a way as to ensure that all applicants are aware that they will be treated equally
- Job descriptions shall not be prejudicial against a member of staff on account of their ethnic origin, disabilities, sex, sexual orientation, marital status, religion or age.
- Staff development shall focus on the professional abilities of the staff and shall ensure that equal opportunities are afforded to all members of staff
- Salaries shall be reviewed strictly on the basis of merit
- Regular monitoring of the operation of the Equal Opportunities Policy.

Responsibilities:

- It is the responsibility of the company management to ensure that all job applicants and current members of staff are treated equally as required by this Equal Opportunities Policy.
- It is the responsibility of any member of staff preparing written information to ensure that the actions required by this policy are followed.
- It is the responsibility of every member of staff to treat all other members of staff with respect.

Review date: July 2009
Next review date: July 2010



BdR (Civil and Structural Engineering) Limited
Registered in England & Wales No: 04193189
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