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MOORHEAD EXCAVATIONS LTD

EQUAL OPPORTUNITIES POLICY STATEMENT

Moorhead policy is to offer equal treatment and opportunities in all aspects of employment to individuals regardless of their sex, sexual orientation, colour, race, nationality, ethnic or religious beliefs, political options, disability, age or marital status.

The directors of the companies are committed to the promotion and achievements of equality or opportunity in respect of its staff and workforce and in the provision of all its services.

The Directors and Managers will be responsible for ensuring the policy's implementation and will be directly involved in the assessment and reviews of all personnel including monitoring.

All employees are expected to co-operate with the measures implemented to ensure quality of opportunity in the services provided by the company.

As an Employer committed to *Equal Opportunities* Moorhead Excavations Ltd and Moorhead Demolition Ltd will ensure the following:

- Procedures and criteria for recruitment, promotion, training and development will be based on this Policy and judgments as to suitability will be made based on the relevant merits and abilities of any individual.
- Flexible working arrangements subject to operational requirements will be made available to staff and workforce.
- Training in the process and procedures of Equal Opportunities will be provided for all staff and workforce to ensure that they are aware of their own responsibilities and to enable them to be more effective in implementing this company policy.
- The Directors consider that any breach of this policy by any member of staff will be considered as "*misconduct*" and will take appropriate disciplinary action against individual(s) concerned in accordance with the company's Disciplinary Procedures.

Moorhead Excavations Ltd and Moorhead Demolition Ltd is committed to being an "Equal Opportunities Employer(s).

Signed:

Date: 17.01.2013

Ken Moorhead – Managing Director

Review Date	Revision Description	Authorised	Revision
17.01.2013	Review & Sign off	KM	-

