

# EQUAL OPPORTUNITY POLICY

## BOB BLACK CONSTRUCTION LTD

### AIMS

To be an equal opportunity employer, and has a policy for this purpose.

### VACANCY ADVERTISING

Wherever possible, all vacancies will be advertised simultaneously internally and externally. Steps will be taken to ensure that knowledge of vacancies reaches underrepresented groups internally and externally. Wherever possible, vacancies will be notified to job centre's, careers offices, schools, colleges, polytechnics, etc, with significant minority group rolls, as well as to minority press/media and organisations. All vacancy advertisements will include an appropriate short statement on equal opportunity.

### SELECTION AND RECRUITMENT

Selection criteria (job description and employee specification) will be kept under constant review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job. Wherever possible, more than one person must be involved in the selection interview and recruitment process, and all should have received training in equal opportunities. Wherever possible, women, minorities and disabled persons will be involved in the short listing and interviewing processes. Reasons for selection and rejection of applicants for vacancies must be recorded.

### POSITIVE ACTION - TRAINING, PROMOTION AND CONDITIONS OF SERVICE

Underrepresented groups will be encouraged to apply for training and employment opportunities with the company/etc. Wherever possible, special training will be provided for such groups to prepare them to compete on genuinely equal terms for jobs and promotion. However, actual recruitment to all jobs will be strictly on merit. Wherever necessary, use will be made of lawful exemptions to recruit suitably qualified people to cater for the special needs of particular groups. Wherever possible, efforts will be made to identify and remove unnecessary/unjustifiable barriers and provide appropriate facilities and conditions of service to meet the special needs of disadvantaged and/or underrepresented groups.



BOB BLACK Director  
For & On Behalf of  
**BOB BLACK® CONSTRUCTION LTD**

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