

EQUAL OPPORTUNITIES/HARASSMENT POLICY STATEMENT

Butler & Young Associates aim to ensure that all individuals are treated equally and fairly and to provide a harassment free working environment.

The overall responsibility for implementing this policy is with the Directors, and the HSQE Manager is responsible for making staff aware of the policy.

In order to ensure our general statement is achieved, the following will form the Company aims and objectives.

1. Butler & Young Associates will take positive measures in respect of job applicants and employees to ensure that there is no discrimination, either indirect, overt or unintentional, in respect of conditions of service, personnel policies and procedures, etc. on the grounds of race, sex, marital status, age, disability, religion, colour, nationality, ethnic origins, social background, sexual orientation or political beliefs.
2. Butler & Young Associates will maintain a harassment free workplace for all employees and any victimisation, discrimination or harassment will be treated as a disciplinary offence.
3. Butler & Young Associates recognises that it is good business practice to positively encourage the breakdown of barriers which exist where one group predominates, although selection of candidates or employees for appointment, promotion and training will always be based on the merit and qualifications of the individual.
4. Butler & Young Associates recognises that an equal opportunities policy requires regular reinforcement and monitoring of its effectiveness and, therefore:
 - a. They will ensure that all personnel policies and procedures are regularly updated in the light of their practical application and that these policies and procedures include references to equal opportunities.
 - b. They will ensure regular consultation with staff to review progress and amendments to policy and procedures.
 - c. They will ensure that all staff have their own copy of this Policy, and all new staff are given a copy on arrival.
 - d. They will regularly monitor the ethnic records of job applicants and existing employees.
 - e. They will ensure that direct or indirect victimisation, discrimination or harassment does not occur during recruitment and other employment decisions.

Butler & Young Associates will not tolerate any departure from these rules, and will take the appropriate disciplinary action in the event of any infringement.



SIGNED
P Rowing, Director

DATED 14 April 2014