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| | Convey Bros | Date: 15th January 2019 |
| | | Issue No. 12 |
| | EQUAL OPPORTUNITIES POLICY | Page 1 of 1 |

Peter & Stephen Convey, trading as Convey Bros are committed to promoting a policy of equality and not to treat one group of people less favourably than others because of their colour, race, nationality, ethnic origin, age, disability, gender, gender re-assignment, sexual orientation, or religion in relation to decisions to recruit, train or promote employees.

All staff should adhere to the following recommendations; failure to do so could result in a breach of the law.

Every employee has a right to equal opportunity and Convey Bros will strive to provide it. Recruitment is the responsibility of the partners who will take any action to secure equality. Employees will always be appointed according to their suitability for the job without regard to their colour, race, nationality, ethnic origin, age, disability, gender, sexual orientation, or religious group.

Vacancies will be filled in several ways: -

- 1) Advertising in the general press.
- 2) Use of job centres.
- 3) Recommendation by staff.
- 4) Job application letters held on file.

Monitoring of staff is an ongoing thing as weekly meetings with supervisors are held. They should not discriminate against any person for any reason when making work appraisals. It is unlawful to discriminate against a person and treat them less favourable than others; everyone must be treated fairly and with respect in the same manner for similar situations or circumstances.

Any complaint or grievance from members of a particular group will be treated seriously and investigated.

Staff should be aware that discrimination, bullying or harassment will not be tolerated and staff carrying out any kind of victimisation will be disciplined.

Any member of staff who feels they have a grievance should first contact their supervisor who must then report to the office in order to arrange a meeting between the employee, Mr Stephen Convey and Mr Peter Convey.

The address and contact details for The Commission for Equality and Human Rights is as follows.

Helpline: England: 0845 604 6610

www.equalityhumanrights.com/

Manchester

Arndale House, The Arndale Centre, Manchester, M4 3AQ

Telephone 0161 829 8100 (non helpline calls only)

Fax 0161 829 8110

info@equalityhumanrights.com

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| Prepared By: | S Burn | Date: 15th January 2019 | Revision |
| Authorised By: | S Convey | Date: 15th January 2019 | A |