



## EQUAL OPPORTUNITIES POLICY STATEMENT

D&D Rail Limited believes that its' work force should reflect the mix of cultures within the community and that all groups within that community should have an equal share of the groups' employment opportunities regardless of age, disability, colour, race, creed or gender. D&D Rail Limited recognises the following as protected characteristics, as outlined in the Equality Act 2010:

- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sex;
- sexual orientation

Many groups of people face special difficulties in the employment field. The company pursues a programme of positive action to assist all groups of people to overcome their disadvantaged positions and compete more fairly for the opportunities that exist in employment, training and promotion.

Special attention to priority groups benefits the company's work force as a whole.

Procedures ensure that qualifications, skill and previous experience are requested only when required. Staff are instructed to ensure that the Equal Opportunities Policy is carried out fairly and conscientiously.

The company actively examines all its work places to see how they can be improved to accommodate female and disabled employees. Disabled applicants who meet the minimum requirements for a position will be invited to attend an interview.

Managers and Supervisors are encouraged to take action in eliminating any sexual or racial harassment at work. This includes physical and verbal abuse and persistent unwanted sexual advances. Disciplinary action may be taken against anyone contravening this procedure.

Employees can report directly to the Managing Director any complaints or grievance under this heading.

All employees have the right to discuss their own personal record file.

Recruitment, training and promotion will be monitored on a regular basis.

This policy is to be reviewed annually (as a minimum) unless there are changes in the responsibilities of the persons named within it or other changes of substance, in which case a revised policy will be issued immediately to all existing policy holders.

**David Farrow M.B.E.**  
Managing Director  
D&D Rail Limited

**1<sup>st</sup> July 2019**