



COMPLETE DESIGN
PARTNERSHIP LTD

CONSULTING CIVIL &
STRUCTURAL ENGINEERS

TEL: +44(0) 1527 832307
FAX: +44(0) 1527 832711
email:admin@cdpbroms.co.uk

CHARFORD LODGE
ROCK HILL
BROMSGROVE
WORCS B61 7LH

Equal Opportunities Policy

Complete Design Partnership Ltd. is an equal opportunities employer. The aim of this policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, colour, nationality, ethnic or national origins, marital status, disability, and political or religious belief. Selection criteria and procedures will be kept under review to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees will be given equality of opportunity within the Company's service and will be encouraged to progress within the organisation. The Company is committed to a programme of action to make this policy effective.

Recruitment

The Company aims to recruit staff on a fair and non discriminatory basis. It will seek to attract applicants from as wide a selection of the community as possible and in order to ensure Complete Design Partnership's commitment to avoiding discrimination, the whole recruitment process is monitored by senior management to ensure that discrimination is avoided at all times.

Selection

The Company aims to select staff on a fair and non-discriminatory basis. Selection will be based strictly on objective criteria and the individual's suitability and experience in relation to these criteria.

Promotion

The Company aims to promote staff on a fair and non-discriminatory basis. The promotion criteria will relate specifically to the individual's ability and aptitude to the job and the promotion procedures will be periodically reviewed.

Training and Development

The Company's annual Staff Appraisal System will be used to assess the suitability of each individual for training, development and promotion within the organisation.

The Appraisal System will be reviewed regularly to ensure its operation does not unlawfully discriminate.

Grievance and Disciplinary Procedures

The Company will not ignore or treat lightly grievances or complaints from any employee who feels they have been discriminated against or complaints of sexual harassment, racial abuse, or other anti social behaviour.

Grievances and complaints regarding discrimination will be thoroughly investigated by the Company in accordance with the Company's Grievance Procedure.

Equal Pay

The Company will ensure that its pay and benefit scheme is fairly administered and that no Individual will receive less favourable terms and conditions.

Disabled Person

It is the Company's Policy, that wherever possible, the disabled will be encouraged to apply for all vacancies.

Monitoring Equal Opportunities

The Company will introduce systems and procedures to monitor the make up of its existing workforce and of job applicants in order to assess whether equal opportunities are being achieved and to identify areas which may need particular attention.