



27 Rollesby Road, Hardwick Industrial Estate, King's Lynn, Norfolk, PE30 4LS

Company Reference No. 07157993

Equal Opportunities Policy

In Accordance with the Equality Act 2010

Issued on the 5th January 2024

Review Date 4th January 2025

Equal Opportunities Policy

The purpose of this policy is to provide equal opportunities to all in employment, irrespective of their gender, race, ethnic origin, disability, age, nationality, national origin, sexual orientation, religion, marital status, and social class. We oppose all forms of unlawful and unfair discrimination.

Managing Director Mr. R High is committed to the provision of a working environment that discourages discrimination and encourages diversity among our work force.

Our aim is to represent all sections of society and that each employee feels valued and respected.

The purpose of this policy is to provide equality and fairness to our employees and not to discriminate on grounds of gender, marital, status, race, origin, colour, nationality, disability, religion, age, or sexual orientation.

Advance Engineering (UK) Ltd is committed to training our employees to reach their full potential enabling them to become an integral part of Advance Engineering (UK) Ltd utilising their skills and talents to maximise the efficiency of Advance Engineering (UK) Ltd.

Policy Statement

It is Advance Engineering (UK) Ltd policy to comply with all relevant legislation relating to equality in the workplace and to be proactive in making sure our workplace is a fair, reasonable, and inclusive place to work. Advance Engineering (UK) Ltd commit to ensuring.

- Training and development opportunities are available to all of our employees.
- When work is taking place on satellite sites all acts that are deemed to be discriminative are discouraged and reported to the relevant supervisor.
- Resources such as information, instruction, training, and supervision are available to allow this policy to be implemented and monitored.
- As regards to any place of work where Advance Engineering (UK) Ltd employees are working, they will be expected to act in the manner laid out in this policy.
- Competent person is appointed to advise and keep Advance Engineering (UK) Ltd policies updated and monitor compliance.
- Adequate resources and facilities are available to enable the Advance Engineering (UK) Ltd to comply with its commitment to recruitment into our workforce taking into account gender, race, disability, sexual orientation, religion, and age as aid to eliminating discrimination.
- Recruitment is based on aptitude and ability to do the job.

Responsibilities

It is the responsibility of Mr. R High to ensure that the workforce of Advance Engineering (UK) Ltd receive the necessary training and communication so as to make their roles inclusive in running a proactive equality policy within Advance Engineering (UK) Ltd.

Managers are to make sure when our employees are working as sub-contractors, they act in a manner so as not to compromise Advance Engineering (UK) Ltd commitment to fairness and equality.

When the work force is split between sites supervision is available and aware of its responsibilities as far as this policy is concerned.

Managers will make sure when employees are working on site that telephone numbers and communication equipment is available for advice if required.

Where relevant we will make sure training is carried out and records are kept.

Managers will ensure employees are aware of their responsibilities in relation to equality in the workplace.

Implementation

Advance Engineering (UK) Ltd are committed to employing people who are capable of achieving the job as stated in our job descriptions.

The deciding factors are:

- 1) Capability to do the job in line with job description.
- 2) Any relevant qualifications.
- 3) Experience.

Mr. R High is responsible for making sure the Advance Engineering (UK) Ltd employment policies and procedures are implemented and this includes the Equal Opportunities Policy.

The policies within Advance Engineering (UK) Ltd are available to all our employee to help educate and help awareness of their responsibilities and how they are expected to represent our Advance Engineering (UK) Ltd. Advance Engineering (UK) Ltd management and supervisory team work to achieve a working environment conducive to quality of work and relationship with their peers and subordinates that empowers them to deliver a fair, diverse, and inclusive workplace.

Mr. R High



Managing Director

5th January 2025

Yearly Review 4th January 2025