



## **Equal Opportunities Policy**

Date Policy is Effective: August 2011

### **1. Overview**

Cannon Hire Haulage Limited is committed to offering opportunities to all persons based solely on competence and individual merit, and not on any irrelevant factor such as age, sex, sexual orientation, race, creed, colour, nationality, disability, background or social status. All employees have a duty to promote and comply with this equal opportunities policy.

The policy applies to the following key areas

Recruitment

Working conditions

Training

Promotion

### **2. Protected Characteristics**

For the purpose of this policy, "protected characteristic" shall mean:

Race

Religion

Creed

Colour

Political views

Nationality

Ethnicity

Gender

Sexuality or sexual preference

Marital status

Age

Disability

Personal or home life



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### **3. Recruitment**

#### **3.1. Advertising**

All jobs and positions will be advertised as widely as is reasonably practicable, to ensure that applicants come forward from a wide variety of backgrounds and walks of life.

Cannon Hire Haulage Limited will not restrict the advertising of any job or position to any publication, place or medium which would exclude or disproportionately reduce applications from any particular race, age, gender or religion.

No job or position will be advertised in such a way, or with such requirements or prerequisites that it shall exclude or discourage applications from any particular gender or age group, or from persons of a particular marital status.

#### **3.2. Short-listing**

When short-listing applicants for interview, Cannon Hire Haulage Limited will take into consideration only the applicant's qualifications, experience and suitability for the role.

Insofar as possible, names, ages, dates of birth and other irrelevant information should be obscured or removed from application forms prior to short-listing to avoid inadvertent or unintentional discrimination.

All CV's or application forms, which are rejected at short-listing, should be reviewed by an independent third party, to ensure that no suitably qualified candidate is rejected on grounds relating to a protected characteristic.

#### **3.3. Interview**

Interviewers will not ask questions which relate to any protected characteristic.

Interviewers will ask all applicants the same set questions to ensure equal treatment as far as possible.

Where an applicant identifies himself as having a disability, the Company will make all necessary adjustments to accommodate him at interview.

#### **3.4. Selection**

Clear and consistent selection criteria and scoring grids should be used.

Selection for employment should be based solely on merit and the ability of the individual to do the job.

### **4. Working environment**

The working environment, terms of service or rate of pay of any employee shall be determined solely with reference to his qualifications, experience, the job role undertaken, and the conditions enjoyed by other staff of the same grade. No protected characteristic shall be used as a pretext or motivation to treat an employee in any way differently from his colleagues.



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### **5. Training**

All employees shall be entitled to training or career development opportunities in line with their colleagues at the same level, who undertake a substantially similar job role. No employee shall be denied training or career development opportunities for any reason relating to a protected characteristic.

### **6. Promotion**

The principles applicable to recruitment shall apply equally to promotion. Promotion shall be solely on the basis of competence, proven ability, length of service, experience and ability. No person shall be denied or offered promotion for any reason relating to a protected characteristic.

### **7. Grievances**

Where any employee feels that he, or one of his colleagues has been treated in a way which breaches this policy, he shall be entitled to bring a formal complaint under the Company's grievance procedure.