



The G & A Barnie Group Ltd aims to be an equal opportunity employer, and has a policy for this purpose. This policy covers all aspects of the employment from vacancy advertising, selection recruitments and training to conditions of service and reasons for termination of employment.

## Positive Action

Employees will be encouraged to apply for training and employment opportunities within the company. Wherever possible, special training will be provided for such people to prepare them to compete on genuine equal terms for jobs and promotion. However, actual recruitment to all jobs will be strictly on merit. Whenever necessary, use will be made of lawful exemptions to recruit suitable qualified people to cater for the special needs of particular people.

Whenever possible, efforts will be made to identify and remove unnecessary/unjustifiable barriers and provide appropriate facilities and conditions of service to meet the special needs of disabled or disadvantaged people.

## Personnel Records

In order to ensure the effective operation of the equal opportunity policy (and for no other purpose) a record will be kept of all employees and job applications gender, race origins and disability. Where necessary, employee will be able to check their own records of these details. Otherwise, access to this information will be strictly restricted.

Ongoing monitoring and regular analysis of such records provide the basis for appropriate action to eliminate unlawful direct and indirect discrimination and promote equality of whenever possible, women, minorities and disabled persons will be involved in the shortlist and interviewing process. Reasons for selection and rejection of applicants for vacancies will be recorded.

## General

The objects of this Equal Opportunity Employment Policy are to:

- Ensure that the company has access to the widest labour market and secures the best employees for its needs.
- Ensure that no applicant or employee receives less favourable treatment, and that, whenever possible, they are given the help they need to attain their full potential to the benefit of the company and themselves.
- Ensure that all those employed are eligible to work within the UK.
- Achieve an ability-based workforce which is in line with the working population mix in the relevant labour market areas.
- The cooperation of all employees is essential for the success of this policy. However, ultimate responsibility for achieving the policy objectives, and for ensuring compliance with the relevant Acts of Parliament as well as the various Codes of Practice, lies with the companies behaviour or actions against the spirit and the letter of the law on which this policy is based will be considered serious disciplinary matters, and may, in some cases, lead to dismissal.

**Signed By: Alex Barnie**

**Dated: 13/12/2020**

**Signed:**

**Review Date: 13/12/2021**

**BARTEC**  
FIRE & SECURITY

**BARNIE**  
MECH · ELEC · PLUMBING

**BARRES**  
RENEWABLE ENERGY SYSTEMS

**BAREMS**  
ELECTRO · MECHANICAL · SERVICES

