HARPER
Build with Confidence

J. Harper & Sons (Leominster) Limited
Units 1 & 2, Bevan Industrial Estate, Brierley Hill, West Midlands DY5 3TF
Tel: 0121 508 6600
Email: enquiries@harperleominster.co.uk www.harpergroup.co.uk

Construction • Development • Project Management • Design & Build • Refurbishment

EQUAL OPPORTUNITY POLICY

As Director, I will ensure this policy statement is satisfied.

The company is committed to a policy of equal opportunity for all of our employees. It is critical that everyone realise that the success of the company depends on maximising the potential of every employee for mutual benefit. It is therefore essential that we attract the most suitable people to work with us regardless of race, colour, creed or sexual orientation.

Under current legislation, it is necessary for us as a responsible company to make the following clear in an industry which, by nature, indicates that persons must be physically agile and medically fit for work.

1. The company will not discriminate unfairly against any person in respect of recruitment, promotion or development training on the grounds of race, sex, orientation, religion or disability and will actively seek to place recruitment incentives in a range of publications, job centres, employment groups, agencies and local post offices.

2. The company will actively seek to develop procedures to promote equality within the organisation by developing the training and by so doing benefit both individuals and the company.

3. As may be necessary, the company will establish a disciplinary and grievance procedure on the advice of Employment Law Specialists for the purpose of dealing with all matters in a fair and consistent manner. This will be reviewed on Specialist Advice as and when received and due notice will then be displayed for all employees.

4. The company will not tolerate any form of harassment or victimisation by any party. This applies to:-
    - Direct Discrimination
    - Victimisation / Bullying
    - Indirect Discrimination
    - Harassment

5. To maximize employee and staff potential and in meeting its statutory obligations, the company will promote training across the breadth of its activities and will engage with individuals to explore areas of advancement for mutual benefit. This will include management training as practical for interviewing for job applicants.

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6. Promotions or selections will always be based on merits and will be carried out on a fair and equal basis for considerations to respect individuals. We are a small to medium employer and therefore the team dynamics will also have to be considered to maintain optimum performance.

7. The company will follow an equal pay policy for equal value work for men and women and take note of the Employment Equality (Age) Regulations and has no intention of losing persons with either a wealth of knowledge or enthusiasm.

8. The company will make reasonable adjustments for disabled employees according to their needs, and as their commitments develop so far as it is reasonable for the company to do within its constricted field of work. We would ask that everyone keeps us informed of their situation to allow us the time, as practical, to make any necessary adjustments.

Failure to adhere to the Equal Opportunity Policy by employees, including Directors, will be treated as misconduct and will initiate the disciplinary procedures which will as a minimum follow the recognised three step procedure:-

1. Put it in writing

2. Meet and discuss after an opportunity to consider the items to hopefully reach resolution.

3. Appeal – a further meeting, if required, to allow a further consideration of any other contributory items and receive a final decision.

(Failure to reach contentment will then lead to a tribunal)

A. P. Rees
Group Managing Director

Dated: 31st January 2026
Next Review: 31st January 2027