

# ***MINERAL STAR ROOFING COMPANY LTD.***

## **EQUAL OPPORTUNITIES STATEMENT**

Mineral Star Roofing is an equal opportunity employer. Our policy is to ensure that the most competent job applicants and employees are recruited . All decisions about people's employment are based solely on an objective assessment of their suitability for the job. No job applicant or employee will receive less favourable treatment on the grounds of sex , marital status , colour , creed , race , ethnic origin , physical handicap or age.

To ensure a working equal opportunities policy in areas of recruitment , training , advertising and promotion we apply the following :

- a) No job applicant or employee will be disadvantaged by any conditions or requirements which cannot be shown to be justifiable.
- b) Recruitment and selection criteria and all procedures relating to the assessment of employees or potential employees will be regularly reviewed to ensure they are non-discriminatory.
- c) All directors and supervisors recognise their responsibilities for the fair treatment of all employees and potential employees and are held accountable for meeting their responsibilities.
- d) All employees involved in the recruitment , selection or assessment of employees or job applicants will be given appropriate training in our Equal Opportunity Policy and Practice.

## **RESPONSIBILITY OF IMPLEMENTATION**

It is the responsibility of the Directors to ensure the implementation of the equal opportunities statement.

## **COMMUNICATION**

This policy will be communicated to all members of staff.

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## **GRIEVANCE PROCEDURE**

### **GENERAL**

There may be occasions when employees feel so unhappy about a situation at work to the extent they wish to take formal steps to resolve the issues . In recognising that such occasions arise from time to time , the company has developed a procedure to enable staff to process a grievance.

### **PROCEDURE**

**Stage 1** - The first stage of the procedure is to raise the matter informally with the person to whom the employee reports. In the event of no solution is reached the grievance should be formalised through the preparation of a written statement which the employee should raise with their immediate Supervisor. The grievance must be discussed within seven working days of the written statement being raised.

If no solution is reached within three working days the grievance should be progressed to:

**Stage 2** - Where the grievance will be heard by the one of the Directors. It is expected that a solution will be reached at this stage - the final stage of the procedure.