



## **EQUAL OPPORTUNITY EMPLOYMENT POLICY**

Donaldson Associates is a firm of Consulting Engineers which specializes in civil, structural and geotechnical engineering. We aim to be an equal opportunity employer and this policy covers all aspects of employment, from vacancy advertising, selection recruitment and training to conditions of service and reasons for termination of contract. It is our long-term aim to ensure the composition of the Company reflects that of the community.

### **IN PARTICULAR WE SHALL:**

- Advertise all vacancies simultaneously and externally.
- Ensure knowledge of vacancies reaches under represented groups.
- Include an appropriate short statement on equal opportunity on all vacancy advertisements.
- Ensure selection criteria and job descriptions are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.
- Ensure that we have access to the widest labour market and secure the best employees.
- Ensure that no applicant or employee receives less favourable treatment and that, wherever possible, they are given the help they need to attain their full potential.

### **WE INTEND TO AIM FOR CONTINUED IMPROVEMENT IN EQUAL OPPORTUNITIES THROUGH:**

- Annual review of this policy including a review of our employees' and job applicants' gender, racial origins, age and disability.
- Encouraging under represented groups to apply for employment opportunities with the Company, albeit that recruitment to all jobs will be strictly on ability to fulfill the requirements of the position advertised.
- Removal of barriers and provision of facilities and conditions of service to meet the special needs of disadvantaged and/or under-represented groups.

Signed: \_\_\_\_\_

A handwritten signature in blue ink, appearing to read 'S Capel', is written over a horizontal line.

**S Capel**

Managing Director

Donaldson Associates Limited

1<sup>st</sup> August 2009