

Equal Opportunity Policy

Moffett & Sons Ltd are committed to providing equal opportunity for all job applicants and employees. All recruitment, promotion and training will be based on an individual's ability and job performance and will exclude any consideration of an applicant's or employee's religious beliefs, political opinion, sex, marital status or disability. The Company will not directly or indirectly discriminate on the grounds of religious belief or political opinion.

1) The Administration Manager is responsible for the proper implementation of the policy and will ensure that those persons within the Company who are involved in recruitment, promotion or training carry out their duties fully in accordance with the procedures as set out in section 4 below.

2) The Company requires that all employees be aware of the Companies policy on Equal Opportunities and so a copy is supplied to each employee. A copy of the Policy is also displayed on the factory notice board. Training and guidance will be given to all key staff to ensure that they understand the Company policy and practise.

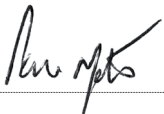
3) The Company will maintain a neutral working environment in which no worker feels under threat or be intimidated because of his/her religious belief or political opinion. To this end the display of flags, emblems, posters, graffiti or the circulation of materials or the articulation of slogans or songs which are likely to give offence or cause apprehension among particular groups of employees is prohibited. Offences against this Policy will be regarded as Misconduct and will be treated as such under the Disciplinary procedure.

4) The Company will endeavour to ensure that it's recruitment and selection procedures are consistent, provide equality of opportunity, and, are seen to be fair by all applicants and employees. In order to achieve this the following procedures will be used in selection.

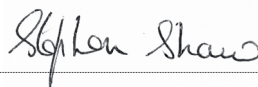
- Job descriptions and personnel specifications will be used for each post.
- Vacancies will be advertised as widely as possible and adverts will clearly define the main duties and necessary requirements for the post.
- All applicants will be required to complete an application form together with a request for a voluntary statement on community background on an appropriate form.
- This form will not be included as part of the formal but will be kept separate and will not be used as basis for any employment decision.
- Shortlisting will be based upon job-related criteria.
- Written assessments will be made on each individual interviewed and the reasons for acceptance or rejection will be recorded.

The Company will keep under review the operation of this Equal Opportunity Policy to allow for changes in circumstances.

The Company will take affirmative action and set itself goals and timetables to ensure the equality of opportunity for all religious groups to participate in the organisation.



Paul Moffett
Joint M.D.



Stephen Shaw
Joint M.D.

October 2025



Company Registration No. NI2032

TRAINING & DEVELOPMENT POLICY
ISSUE DATE: October 2025
Version 6

Moffett & Sons Limited

Seymour Hill Industrial Estate
Dunmurry, Belfast
BT17 9PW
Northern Ireland

T: 028 90 301411

F: 028 90 610785

Contracts Fax: 028 90 604140

E: enquiries@moffett.co.uk
www.moffett.co.uk