



OWW Equal Opportunities in Employment Policy (EOEP) (August 2007)

1. Statement of policy

Owens, Williams & Wood Consulting (OWW) Sdn Bhd and Owens, Williams & Wood (OWW) Consulting Pte Ltd, within the law of Malaysia and Singapore and any obligations arising therefrom, aim to be an equal opportunity employer.

We have adopted the **OWW Equal Opportunities in Employment Policy (EOEP)** for this purpose.

Our EOEP covers all aspects of employment, from vacancy advertising, selection recruitment and training to conditions, pay and benefits during employment service and reasons for termination of employment.

To ensure that this policy is operating effectively both companies will maintain confidential records of employees' and applicants' racial origins, gender, religion, nationality, marital status and, if disclosed voluntarily, any disability which may affect employment.

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 opportunity.

The long term aim of OWW Consulting is that the composition of our workforce should reflect that of the communities in which we work.

The Managing Director/CEO holds final responsibility for the effective operation of the OWW EOEP and may from time to time delegate this responsibility to other Directors of the company for operational purposes or in cases of conflict of interest.

A copy of the EOEP is available on request.

2. The Policy

2.1 Vacancy advertising

Wherever possible, all vacancies will be advertised simultaneously internally and externally.

Steps will be taken to ensure that knowledge of vacancies reaches underrepresented groups internally and externally.

Wherever possible, vacancies will be notified to job centres, careers offices, schools, colleges, polytechnics, etc, with significant minority group rolls, as well as to minority press/media and organisations.

All vacancy advertisements will include an appropriate short statement on equal opportunity – *"The long term aim of OWW Consulting is that the composition of our workforce should reflect that of the communities in which we work."*

2.2 Selection and recruitment

Selection criteria, including job description and employee specification, will be kept under review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

In all cases more than one person must be involved in the selection, interview and recruitment process. Staff involved in selection will be made aware of the EOEP.

Wherever possible, women, minorities and disabled persons will be involved in the short-listing and interviewing processes.

Reasons for selection and rejection of applicants for vacancies must be recorded.

2.3 Positive action - training, promotion and conditions of service

Underrepresented groups will be encouraged to apply for training and employment opportunities with OWW Consulting. Wherever possible, special training will be provided for such groups to prepare them to compete on genuinely equal terms for jobs and promotion. However, actual recruitment to all jobs will be strictly on merit.

Wherever necessary, use will be made of lawful exemptions to recruit suitably qualified people to cater for the special needs of particular groups.

Wherever 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 disadvantaged and/or underrepresented groups.

2.4 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 applicants' racial origins, gender, religion, nationality, marital status and, if disclosed voluntarily, any disability which may affect employment.

Where necessary, employees will be able to check/correct their own record of these details. Otherwise, access to this information will be strictly restricted.

Such records will be analysed regularly and appropriate follow-up action taken.

2.5 General

The objectives of this EOEP are to:

- Ensure that OWW Consulting 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, wherever possible, they are given the help they need to attain their full potential to the benefit of OWW Consulting and themselves.
- Achieve an ability-based workforce which is in line with the working population mix in the countries in which we work.

2.6 Application, encouragement and promotion of the EOEP

In applying, encouraging and promoting the EOEP the following principles will apply:

- The cooperation of all employees is essential for the success of this policy. We will provide mechanisms to report breaches of the EOEP in confidence and without prejudice to the person reporting such breaches.
- Ultimate responsibility for achieving the policy's objectives and for ensuring compliance with the relevant law as well as the various Codes of Practice lies with OWW Consulting.
- Behaviour or actions against the spirit and/or the letter of the laws on which this policy is based will be considered serious disciplinary matters, and may, in some cases, lead to dismissal.
- OWW Consulting will endeavour to the best of its abilities to ensure that the spirit of the EOEP will be communicated to our suppliers, contractors and partners.

- OWW Consulting will engage with our stakeholders to ensure that the letter and spirit of our equal opportunities aims are promoted in their work. We will terminate our relationship in the case of serious breaches of the spirit of the EOEP amongst our stakeholders.

2.7 Adoption and Review

The principles of this policy have been in place since the establishment of the companies.

The codified policy was formally adopted by the Board of Directors of Owens, Williams & Wood Consulting (OWW) Sdn Bhd and Owens, Williams & Wood (OWW) Consulting Pte Ltd on 9th August 2007.

The policy will be reviewed annually.

Directors:

Dr Geoffrey Williams FRSA, Chief Executive Officer
Luke Wood MBA, Chief Technical Officer