



EQUAL OPPORTUNITIES POLICY



Equal Opportunities Policy

The Company is committed to accepting diversity amongst our employees and eliminating any form of discrimination. Our aim is that our employees feel respected and able to fulfil their potential.

This policy is to provide equality and fairness for all in our employment and not to discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age.

All applicants and employees will be treated fairly and with respect. Selection for employment, promotion, training, pay and benefits will be on the basis of aptitude and ability.

All employees will be given equal opportunity to progress and develop within the company and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

The Policy aims to ensure that the provisions of all diversity and equalities legislation are met in full, in particular the Race Relations Amendment Act 2000, the Disability Discrimination Act 1995, the Equal Treatment Directive, Disability Act 2004, Sex Discrimination Amendment Act 2005 and the Employment Equality (Age) Regulations 2006.

Our commitment

- " To ensure that all managers and employees are aware of their responsibilities under this policy
- " Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated
- " Training, development and progression opportunities are available to all employees
- " Our employment practices and procedures will ensure fairness

Breaches of our Equal Opportunities policy will be regarded as misconduct and could lead to disciplinary action including dismissal.

Implementation

- “ The policy will be communicated to all staff via a number of different mechanisms, including employee handbook, induction and notice boards
- “ We will ensure awareness and provide relevant training and guidance at the appropriate levels within the company
- “ All HR procedures, including recruitment, selection, promotion, training, discipline and grievance will ensure the policy is being applied
- “ The Company will monitor the ethnic, gender and age composition of the existing workforce as appropriate. The policy will be monitored periodically by the company to judge its effectiveness and in accordance with any changes in the law. Information provided by job applicants and employees for monitoring purposes will be dealt with in accordance with the Data Protection Act 1998.
- “ Anyone with a complaint of discrimination should use the company grievance procedure.

Issue 1
August 2007