



## **EQUAL OPPORTUNITIES POLICY**

The Company wholeheartedly supports the principle of equal opportunities in employment and opposes all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, sex, marital status or disability. We believe that it is in the Company's best interests and those of all who work in it, to ensure that the human resources, talents and skills available throughout the community are considered when employment opportunities arise.

To this end, within the framework of the law, we are committed, wherever practicable, to achieving and maintaining a workplace, which broadly reflects the local community in which we operate.

To ensure that such direct or indirect discrimination is not occurring, recruitment methods and other employment decisions will be regularly monitored in conjunction with ethnic records of job applicants and existing employees by the Business Administration Manager who will be responsible for ensuring that the company policy is carried out.

All advertisement through newspapers, job centres notice boards etc. must not discriminate directly, indirectly or apply any adverse condition to any potential applicant. The Business Administration Manager must approve all such advertisements in advance.

All job descriptions, candidate short lists, appraisals, and redundancy selection etc. must equally not discriminate or put any adverse limitation on any employee or potential employee. All decisions on short lists, appraisals etc. must be in writing and agreed by the Business Administration Manager before, being used or issued to any employee or potential employee.

Selection criteria and procedures will be regularly reviewed in the light of ethnic records to ensure that they are not adversely or unjustifiably affecting the opportunities of persons, from a particular racial group, and that in the recruitment and promotion exercises all candidates are considered solely on the basis of their relevant merits and abilities.

All employees will be given equal opportunities and encouraged to progress within the organisation.

This Company is an equal opportunity employer. The aim of our policy is to ensure that every employee understands that they have the right not to be harassed or discriminated against on grounds of colour, race, nationality, sex, disability or marital status, and the right to complain about it should it occur. Where a complaint is brought to the attention of management, prompt and corrective action will be taken which may include disciplinary action against the offender.

The Business Administration Manager will give advice and guidance on the procedure to be followed in the event of a complaint being made to both managers and employees.

Discrimination or harassment means that someone has been excluded, disadvantaged or subjected to some action or lack of it, due to their colour race, nationality, ethnic or national origin, sex, marital status or disability which is unlawful or unfair. Such examples are:

- a) Offensive remarks about their ethnic features or colour.
- b) Derogatory remarks or gestures that are racially or sexually based
- c) Display of objects, pictures, written material etc. that is distasteful or objectionable to the above groups.
- d) Physical assault.
- e) Criteria used for assessments, promotion, redundancy, training etc. that limits, disadvantages or discourage such groups from qualifying or applying.
- f) Policies and procedures to carry out duties that make it difficult or distasteful on cultural, religious or other grounds, applicable solely or mainly to these groups.
- g) The segregation of people in these groups to specific jobs, grades etc. especially where this limits or discourages their opportunity to gain experience or training to progress their future in the company or career.

Should any employee feel that they have been subjected to any form of direct, indirect direct, offensive or unfair treatment because they belong to one of these groups, then the complaint should be made direct to their manager or Business Administration Manager as deemed appropriate.

## **Complaints Procedure**

Any person making a complaint may be accompanied by a fellow employee of their own choice.

Confidential advice may be given by the Business Administration Manager, or suitable stand-in (female if requested), where the person wishes counseling or advice rather than to make a formal complaint.

All complaints will be handled in a timely and confidential manner, any reasonable request for changes to either the sex or the personnel involved in investigating the process will be considered sympathetically.

If the investigation reveals that the complaint is valid, then prompt attention and disciplinary action, designed to stop the discrimination immediately will take place.

Should relocation within the work environment prove necessary, every effort will be made to relocate the offender not the victim.

It will be considered a disciplinary offence for anyone to commit a discriminatory offence or not to take all reasonable action to avoid a discriminatory action-taking place. Such conduct will not be tolerated and appropriate disciplinary action, including dismissal, will be taken against any employee who violates this policy.

It will be considered a disciplinary offence for anyone to intimidate, victimise, discriminate or take any other form of action against someone who makes or assists in any investigation, regarding a complaint for any type of discrimination.