

EQUAL OPPORTUNITIES POLICY

1.1. INTRODUCTION

We are an Equal Opportunities Employer, committed to ensuring that the talents and resources of all our employees are utilised to the full. We will not discriminate unfairly against any individual in matters of recruitment or selection for any position, promotion, development or training on the grounds of age, perceived religious or political affiliation, sex, marital status, disability, colour, sexual orientation, race or ethnic origins.

1.2. POLICY

- 1.2.1. The company recognises its legal, moral and social obligations to promote equality of opportunity within the community in which it operates.
- 1.2.2. The company has established policies and procedures designed to promote equality of opportunity. These will be periodically reviewed to ensure that individuals continue to be selected, promoted, trained or treated solely on the basis of merit and in accordance with the requirements of the role and the individual's suitability for that role.
- 1.2.3. The company will commit itself to keep under review the operation of this Equal Opportunities Policy to take account of changing circumstances.
- 1.2.4. The company provides facilities for any employee who believes that they have been treated unfairly within the scope of this policy to raise the matter through either the company grievance or bullying and harassment policies and procedures.
- 1.2.5. This policy will be publicised throughout the company and elsewhere as is, from time to time, appropriate.

1.3. RESPONSIBILITIES

- 1.3.1. In general, all employees have a responsibility to comply with this policy to ensure equality of opportunity for all.
- 1.3.2. The company does not permit the display of flags, emblems, posters or other similar material, the circulation of literature or the deliberate articulation of slogans or songs which may give offence to, or cause apprehension amongst, particular groups of employees. Any attempt to display such items will be regarded as serious misconduct and will result in disciplinary action.
- 1.3.3. The Managing Director is responsible for ensuring that this policy is implemented and for dealing with any matters arising.

Where appropriate, such matters should be passed to the Managing Director in the first instance who will be responsible for the provision of advice, training, setting guidelines for policy implementation and operation and for any review of policy's effectiveness.

1.4. FAILURE TO COMPLY

Failure to comply with any obligation in the policy will be regarded as misconduct which may lead to disciplinary action.

1st January 2021