

Equal Opportunities Policy

The Company recognises that discrimination in the workplace in any form, is unacceptable and in most cases unlawful. We have therefore adopted an Equal Opportunities Policy to ensure that all job applicants and employees are treated fairly and without favour or prejudice. We are committed to applying this policy throughout all areas of employment; recruitment and selection, training, development and promotion. In all situations, people will be judged solely on merit or ability.

The following sets out the key points of the policy, and any breach of the policy will lead to disciplinary action, which may include dismissal;

- Each and every employee has a duty to observe and apply the policy at all times.
- The policy will be implemented in accordance with the requirements of the Rehabilitation of Offenders Act 1974, the Sex Discrimination Act 1986, the Race Relations Act 1976 (Amendment) Regulations 2003, Employment Equality (Sexual Orientation) Regulations 2003, Employment Equality (Religious Belief) Regulations 2003, the Disability Discrimination
- Act 1995 and the Employment Equality (Age) Regulations 2006. To ensure that we reach the widest cross section of the community, all vacancies will be advertised through the appropriate agencies, or independent media, as well as being advertised internally.
- No employee or job applicant shall be treated less favourably on the grounds of his or her sex, sexual orientation, race, religious belief, marital status, membership or non membership of a trade union, political opinion/affiliation or on the grounds of disability or age without justification.

This policy applies, but without limitation, to the following: promotion, training, placement, transfer, dismissal as well as remuneration, grievance and disciplinary procedures and decisions.

This policy also applies to recruitment of persons from outside the workplace and the treatment of contract workers. The Company will recruit employees and make other employment decisions concerning promotion, training, etc, on the basis of objective criteria. We will ensure that;

- Our application form will be as simple and straightforward as possible and we will not ask for unnecessary information.
- Interview questions will be related to the requirements of the job and we will not seek irrelevant qualifications.
- Applicants will be short listed/selected solely on the basis of capability.

Every employee has an obligation to make a positive contribution towards creating an environment of equal opportunity throughout the business.

The Grievance Procedure is available to any individual who believes that they have been discriminated against, and the Company would urge those individuals to pursue their rights through this channel.

Version Control Table

Version	Date	Author	Status	Description of Change
1.0	08/01/20	Rachel Hall	Draft	Template created from WI template, to be used for new Policy Documents
1.1	08/01/20	Rachel Hall	Live	Update wording on objectives and responsibilities after copied from previous policy
Approved Date: 08/01/2020				
Approved By: Rachel Hall				
Review Date: To be reviewed at least annually or upon significant change. Please note reviews are not recorded in version control table but in the document review file.				
Responsible Manager: Rachel Hall				
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