

## Equal Opportunities Policy & Procedure

We are fully committed to working towards equality of opportunity in all our employment practices, including recruitment and selection, pay and benefits, promotion, training and development, etc.

The objectives of this Policy are:

- to ensure that no job applicant or employee receives unfair consideration or treatment on the grounds of sex, race, colour, nationality, religion or belief, ethnic or national origin, marital or civil partner status, sexual orientation, political opinion/affiliation, age or disability.
- to assess all job applicants and employees only on the basis of their skills, commitment, previous achievements and compatibility with the organisation, and not on the basis of irrelevant considerations.
- to communicate the policy to all employees and to outside organisations involved in the recruitment, selection, training and development of those who work for and with us.
- to promote equality of opportunity at work by building them into training programmes and the way we work.

Each and every employee has a duty to comply with this policy at all times. A breach is likely to be regarded as misconduct. Where that breach is particularly serious, it is likely to be regarded as gross misconduct. These are disciplinary matters, and the resultant disciplinary action taken may include summary dismissal.

Any employee who believes that he or she has been discriminated against on any of the grounds mentioned above should raise the matter by invoking this policy at the earliest opportunity. That procedure may be modified in the case of alleged discrimination or harassment, as appropriate. This is done by raising the matter in writing to either your Reporting Manager or to a Company Director.

Overall responsibility for the implementation and monitoring of this Equal Opportunities Policy lays with the Board who may delegate the day to day issues involved to the relevant managers.