



EQUAL OPPORTUNITIES POLICY

POLICY STATEMENT

The Company is unreservedly opposed to any form of discrimination, and seeks to ensure equal opportunities in employment matters.

It is this organisation's policy to treat job applicants and employees in the same way, regardless of their sex, race, religion, skin colour, sexual orientation, marital status, ethnic or national origin, age, or disability. Further, the organisation will introduce positive action if it appears that this policy is not fully effective.

In addition, the principles of Equal Opportunities are embodied in the following:

The Sex Discrimination Acts 1975 and 1986
The Race Relations Act 1976
The Equal Pay Act 1970 Amended 1983
The Disability Discrimination Act 1995
The Employment Equality (Age) Regulations 2006
The Employment Equality (Sexual Orientation) Regulations 2003
The Employment Equality (Religion or Belief) Regulations 2003

PROCEDURE

1. The Company is an equal opportunity employer. Equal opportunity is about good employment practices and efficient use of our most valuable asset, our employees. Every manager and employee has personal responsibility for the implementation of this policy. Any instance of doubt about the application of the policy, or other questions, should be addressed to management, as should any requests for special training.
2. The Company will not discriminate on grounds of their sex, race, religion, skin colour, sexual orientation, marital status, ethnic or national origin, age, or disability.
3. The policy applies to the advertisement of jobs, recruitment and appointment to them, training, conditions of work, pay and to every other aspect of employment. The policy also applies equally to the treatment of our customers / clients. Staff involved in recruitment in particular should request training if they have any doubt about the application of this policy.

4. Employees should note that imposition of a condition or requirement which has an adverse impact on someone who, because of his or her sex, race, religion, skin colour, sexual orientation, marital status, ethnic or national origin, age, or disability is more likely to be affected by it, will also be unlawful unless it can be justified on grounds of business need. (By way of example, a height requirement of 5' 10" will eliminate some men, but proportionately more women, and so be unlawful)
5. Employees who are disabled or become disabled in the course of their employment should inform the Company, so that medical opinion can be sought as to any "reasonable adjustments" to their employment or working conditions which may be necessary or which may assist them in the performance of their duties. Careful consideration will be given to any proposals of this nature and, where reasonable and reasonably practicable, such adjustments will be made. There may, however, be circumstances where it will not be reasonable, or reasonably practicable, for the Company to accommodate these proposals and where less favourable treatment may be justified in accordance with statutory provisions.
6. Any member of staff may use the grievance procedure to complain about discriminatory conduct. The Company is concerned to ensure that staff feel able to raise such grievances and no individual will be penalised for raising such a grievance unless it is untrue and made in bad faith.

Discipline

7. Any employee who harasses any other employee on the grounds of their sex, race, religion, skin colour, sexual orientation, marital status, ethnic or national origin, age, or disability will be subject to the organisation's disciplinary procedure. In serious cases, such behaviour will be deemed to constitute gross misconduct and, as such, will result in summary dismissal in the absence of mitigating circumstances. (See Disciplinary Procedure and Policy on Workplace Harassment).

Disclaimer

This Policy does not form any part of an employee's contract of employment and the Company may amend, suspend or withdraw this Policy at any time.