

EQUAL OPPORTUNITY POLICY

Introduction

We are committed to providing a working environment which is free from discrimination, victimisation, harassment, bullying, violent or threatening behaviour, and any other behaviour which devalues and gives rise to an atmosphere that is uncomfortable to our Employees. This policy should be read in conjunction with the **Anti-Harassment and Bullying Policy**.

This Equal Opportunities Policy together with our Anti-Harassment and Bullying Policy intends to set out those behaviours which we seek to engender in the work place as well as give examples of those behaviours which are considered unacceptable and which may constitute discrimination, harassment or victimisation. Our policy is non-contractual and may be amended from time to time in line with legislative changes or business need.

All Employees have a personal responsibility to comply with this policy and the Anti-Harassment and Bullying Policy at all times and must not practice any form of discrimination, harassment or victimisation against any applicant for employment, colleague or manager, or induce such behaviour in another. Employees must report any breaches they become aware of. Any failure by Employees to carry out their duties under this policy and/or the Anti-Harassment and Bullying Policy may, in appropriate circumstances, lead to disciplinary action being taken against them which may lead to dismissal (without notice).

Our Commitment to Equal Opportunities

We are an equal opportunities Employer, recognising that future success in a highly competitive marketplace depends on our Employees and their development.

We are committed to ensuring that we act within the framework of the Equality Act 2010 and that our workplaces are free from unlawful discrimination on the grounds of actual or perceived sex, colour, race, nationality, ethnic or national origin, gender (including gender reassignment), sexual orientation, religion or belief, age, marital status (including civil partnerships), pregnancy and maternity or disability. Collectively, these grounds are known under the Equality Act 2010 as "Protected Characteristics".

We aim to ensure that our Employees achieve their full potential and that all employment decisions are taken without reference to irrelevant or discriminatory criteria. We have adopted this Equal Opportunities Policy as a means of helping to achieve these aims.

The principle of equal opportunities applies to the recruitment process, to all terms and conditions of work, to transfer and dismissal. All Employees have equal access to training, re-training, promotion and career development opportunities, subject to business and any occupational requirements.

We recognise that all Employees should be treated with respect and dignity and that a working environment should be provided which is free of any form of harassment, bullying and unlawful intrusion into private affairs of fellow Employees.

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Enforcing your rights – Equal Opportunities

Anyone who believes that he or she may have been disadvantaged on discriminatory grounds is entitled to raise this matter informally with their manager or a senior manager if this proves to be too difficult. Often matters can be resolved quickly through a face to face discussion. If this matter is not resolved, it may be raised formally and in writing through the **Grievance Procedure**. If the matter is sensitive, Employees may choose to bring a colleague with them as their companion at any initial discussion meeting.

It is our responsibility to treat any complaint seriously and investigate the matter thoroughly and in a timely and confidential manner. Investigations will pay due respect to the rights of both the complainant and the alleged discriminator. If the investigation reveals that the complaint is valid, the Disciplinary Procedure will be invoked against the alleged discriminator.

An Employee will also be liable to disciplinary action if he/she intimidates, victimises or discriminates against anyone who complains of discrimination or harassment, or, who is involved in the investigation or if false complaints have been made about an individual.



Signed:
Managing Director