



EQUAL OPPORTUNITIES POLICY

COMMITMENT TO EQUAL OPPORTUNITIES

The company are committed to the principle of equal opportunities in employment. The company are opposed to any form of less favourable treatment or financial reward through direct or indirect discrimination, harassment, victimisation to employees or job applicants on the grounds of race, religious beliefs, political opinions, colour, ethnic origin, nationality, marital/parental status, sex, sexual orientation, disability or age.

The company recognise company obligation under the Sex Discrimination Act, the Equal Pay Act, Article 119 of the Treaty of Rome, The Race Relations Act and the Codes of Practice published by the Equal Opportunities Commission, the Commission for Racial Equality and the European Commission,

- a) For the elimination of racial discrimination and the promotion of equal opportunity in employment.
- b) For the elimination of discrimination in pay between men and women who do the same work, or work of a similar nature, or work of equal value.

EMPLOYMENT PRACTICES

You have a personal responsibility to adhere to the principles of equal opportunities and maintaining harmony against the workforce. The company will actively promote equal opportunities in the company business to ensure that individuals receive treatment that is fair and equitable and consistent with their relevant aptitudes, potential skills and abilities. Employees will be recruited and selected, promoted and trained on the basis of objective criteria. Sexual, racial and other forms of harassment will not be tolerated. The company will treat unfair discriminatory conduct by any member of staff as a disciplinary offence.



MONITORING AND REVIEW ARRANGEMENTS

The company will regularly monitor policies to ensure that the company pursue an effective policy of equal opportunities.

GRIEVANCE AND DISCIPLINARY PROCEDURES

The company will ensure that any employee who feels that he or she has been treated unfairly or subjected to direct or indirect discrimination can raise the matter through the appropriate grievance procedure when every effort will be made to secure a satisfactory resolution. Any employee making a complaint of unfair discrimination will be protected from any victimisation in any form.

TRAINING

The company will train, develop and promote on the basis of merit and ability and encourage applicants from all sections of the community.

REHABILITATION OF OFFENDERS

The company will not discriminate against anyone who has a spent conviction under the Rehabilitation of Offenders Act 1974

EQUAL PAY

Man and Women are entitled to be paid equally without any bias on the grounds of sex and that this right is set out in the Treaty of Rome and is enforceable under the UK law.

All reasonable steps will be taken to ensure that male and female staff receive equal pay for the same work and for work rated as equivalent and for work of equal value.



HARASSMENT AT WORK

Harassment is unsolicited and unwelcome behaviour that adversely affect the dignity of the recipient. It is important to remember that what is acceptable to one person may not be acceptable to another. Any employee witnessing such behaviour is encourages to challenge it.

The company are committed to ensuring that no harassment or victimisation at work. Whatever the motivation, is over looked or condoned. Such behaviour can range from extreme forms such as violence or bullying or less obvious actions like practical jokes and ridiculing colleagues or subordinates.

Conduct becomes harassment if it persists after the recipient has made clear that it is regarded as offensive, although a single offensive act can amount to harassment if it is so serious as to be obviously offensive towards the recipient.

Any form of harassment is a potential disciplinary matter.

SEXUAL HARRASSMENT AT WORK

Sexual harassment is a particular form of harassment. It is conduct at work directed towards an employee by another employee or group of employees which is of a sexual nature, or which is based on a person's sex. And which is regarded as unwelcome or offensive to the recipient.

The following examples illustrate the sort of conduct that may be treated as sexual harassment:

- Unwanted physical contact or conduct which is intimidating, ior physically or verbally abusive. Harassment can also be non-verbal, for example, staring or gestures;
- Suggestions that sexual favours may further a person's career or that refusal may hinder it;
- Sexual advances, propositions, suggestions or pressure for sexual activity at or outside work;
- Derogatory or demeaning remarks based on gender, or the display of sexually explicit material in the workplace.

Sexual harassment is a denial of equal employment opportunity and has the effect of insulting and demeaning the employee who is harassed.



RACIAL DISCRIMINATION

Racial discrimination is a particular form of harassment. It is conduct at work directed toward an employee by another employee or group of employees which is of a racial nature, or which is based on a person's race, religion, colour or origins and which is regarded as unwelcome or offensive to the recipient.

The following are examples that illustrate the sort of contact that may be treated as racial harassment:

- Jokes about race;
- Offensive names used;
- References to people by offensive racist descriptions;
- Verbal or physical abuse because of a person's race or colour;
- Detrimental behaviour because of a person's race
- Denial or opportunity because of race

If you believe you are the subject of harassment you should make a formal complaint. Depending on the seriousness of the allegation perpetrator may be suspended on full pay while the matter is being investigated under the company disciplinary procedures.

The aim throughout is to resolve the complaint of harassment sensitively, impartially, effectively and quickly.