

Title: Equal Opportunities Policy						
Doc ID: ADM-067	Revision: 16	Date Approved: 06/09/2023	Date Issued: 06/09/2023	Author: Quality Manager	Approver: Managing Director	

EQUAL OPPORTUNITIES POLICY

The Company, in publishing this policy on Equal Opportunity confirms its commitment to Equal Opportunities and its recognition that some groups and individuals are disadvantaged in the terms of employment. It is our intention that this policy will address all areas of discrimination, including embodying statutory law and the adoption of action to eliminate injustices. The Company's policy on Equal Opportunities is applicable to all members of its staff, and also aims to encourage co-operation from consultants, contractors, suppliers and others employed by the Company.

The Company aims to be an Equal Opportunities organisation, which means;

- a) In the provision of employment, we will seek to ensure equality of opportunity and treatment from all persons.
- b) No person seeking jobs or contracts with the Company will be treated less favourably because of their race, ethnic origin, religion, sex, disability, marital status, age, or sexual orientation.

To fulfil the commitments made in this statement, the Company will seek information from applicants for employment, so as to allow the monitoring of its Equal Opportunities policy to be carried out.

Monitoring

Monitoring takes place at various stages of the process of application and allocation to identify inequality of treatment.

Staff

The Company's Terms and Conditions require all staff carrying out these functions not to discriminate unfairly and action will be taken against any staff who may do so.

Harassment

The Company will ensure that all forms of harassment or similar action against or by staff is discouraged and properly dealt with under the Company's disciplinary procedures.

Bullying

The Company will ensure that all forms of bullying or similar action against or by staff is not tolerated and is properly dealt with under the Company's disciplinary procedures.

Recruitment

The Company aims to ensure that no job applicant or employee receives less favourable treatment because of unfair discrimination.

To ensure that only relevant qualifications are considered when recruitment takes place, each post will carry a job description and person specification against which candidates will be assessed equally and fairly.

Selection criteria and procedures will ensure that individuals are selected, transferred and promoted on the basis of their relevant skills, merit and abilities.

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Advertising

The Company's intention to encourage Equal Opportunities and to operate an Equal Opportunities policy will be conveyed on advertisement, job descriptions and application forms.

Training

The Company will not discriminate in the provision of training courses. Appropriate training shall be provided to enable staff to perform their duties effectively. Such training shall make provision, where necessary, for individuals returning to work following a break for domestic reason, staff with disabilities, and for those with language barriers.

Career development and training will be reviewed to ensure that all staff are given equal opportunity and, where appropriate, special training to progress within the Company.

Signed:

Peter Westrop
Managing Director

Date: