



EQUAL OPPORTUNITIES AT WORK

The Company is committed to ensuring that no “worker” (job applicants, employees, casual employees, agency staff, trainees, contractors, consultants) is less fairly treated because of sex, marital status, sexual orientation, faith (religion, religious belief or similar philosophical belief), gender reassignment (intended or actual), race (including colour, nationality or ethnic or national origins), age, disability or other conditions not justified in law or relevant to the performance of the job.

It is unlawful to discriminate against any “worker” on the grounds of sex, sexual orientation, race, disability or faith, either **directly** (i.e. treating them less favourably than others are or would be treated in the same or similar circumstances on the grounds of sex, race or disability) or **indirectly** (by setting a requirement or condition which, whether intentionally or not, adversely affects one group considerably more than another and which cannot be justified).

The Company’s aim is to ensure a working environment free from all forms of discrimination, harassment, victimisation and bullying. Everyone must be treated fairly and with respect.

The Company will not tolerate standards of behaviour from any member of staff that constitutes any form of harassment, victimisation, bullying or discrimination.

GENERAL PRINCIPLES

Individuals will be selected, promoted and treated according to their abilities and merits and to the requirements of the job. All employees will be given equal opportunity and training, where appropriate, to advance their careers.

We recognise that victimisation, discrimination, bullying and sexual and racial harassment can have an adverse effect upon an employee's working conditions. Individuals who suffer from any of the above are often made to feel vulnerable and can be reluctant to complain. They may fear reprisals and may suffer in silence. A Company procedure is in place to ensure that every worker understands that they have the right to complain through recognised procedures should they be subjected to any of the above.

We take incidents of all types of harassment, victimisation, bullying and discrimination very seriously. Proven incidents of any of these issues will lead to disciplinary action up to and including dismissal. Staff are also made aware that cases of harassment relating to sex, sexual orientation, race or faith (religion, religious belief or similar philosophical belief) may be unlawful and potentially a criminal offence.

PUBLICISING AND MONITORING THE POLICY

We will communicate the policy to all staff by using the relevant media such as notice boards, company briefing and inclusion of the policy statement in employees’ contracts of employment. We will display the “Positive About Disabled People” logo on all job advertisements and any other appropriate literature and publicity material.

We will monitor the working environment, the selection and appointment process and the make-up of the workforce on an on-going basis in order to demonstrate the effectiveness of the policy.