

## EQUAL OPPORTUNITIES POLICY

We recognise that discrimination in the workplace in any form is unacceptable and in most cases unlawful. We have therefore adopted an Equal Opportunities Policy to ensure that all job applicants and employees are treated fairly and without favour or prejudice. We are committed to applying this policy throughout all areas of employment, recruitment and selection, training and development and promotion. In all situations, people will be judged solely on merit or ability. The following sets down the key points of the policy, and any breach of the policy will lead to disciplinary action which may include dismissal.

Each and every employee has a duty to observe and apply the policy at all times.

The policy will be implemented in accordance with the requirements of the Rehabilitation of Offenders act, the Sex Discrimination Act, the Race Relations Act and the Disability Discrimination Act, and their various amendments.

To ensure that we reach a cross selection of the community, all vacancies will be advertised through the appropriate agencies, or independent media, as well as being advertised internally.

We will ensure that no job applicants or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, marital status, sexual orientation, disability, political opinion / affiliation, age, religion or belief.

Interview questions will be related to the requirements of the job and we will not seek irrelevant qualifications. Applicants will be short-listed / selected solely on the basis of capability.

Each and every employee has an obligation to make a positive contribution towards engendering an environment of equal opportunity throughout the business.

The Grievance Procedure is available to any individual who believes that they have been discriminated against, and we would urge those individuals to pursue their rights through this channel.