



EQUAL OPPORTUNITIES POLICY

- A) We recognise that discrimination is unacceptable and although equality of opportunity has been a long standing feature of our employment practices and procedure, we have made the decision to adopt a formal equal opportunities policy. Breaches of the policy will lead to disciplinary proceedings and if appropriate, disciplinary action.
- B) The aim of the policy is to ensure that no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of race, colour, ethnic or national origins, religious belief, political opinion or affiliation, gender, marital status, sexual orientation, gender reassignment, age or disability.
- C) We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made know to all applicants for employment.
- D) The policy will be communicated to all private contractors, reminding them of their responsibilities towards the equality of opportunity.
- E) The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant codes of practice
- F) We will maintain a neutral working environment in which no employee or worker feels under threat or intimidated.

We will maintain and review the employment records of all employees in order to monitor the progress of this policy.

Monitoring may involve:

- A) The collection and classification of information regarding the race in terms of ethnic/national origins and gender of all applicants and current employees.
- B) The examination by ethnic/national origin and gender of the distribution of employees and the success rate of the applicants.
- C) Recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.

The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

John Hollingsworth
MANAGING DIRECTOR