



EQUAL OPPORTUNITIES POLICY STATEMENT

We are fully committed to providing equal opportunities throughout employment. This includes during the recruitment, training and promotion of employees.

We are also committed to preventing unlawful discrimination in the work-place whether on the grounds of sex, sexual orientation, race, colour, creed, national or ethnic origin, nationality, religion or similar belief, marital status, age, disability or part-time status.

Although this policy is not contractual, it should be taken very seriously and implemented at all levels within the company.

RECRUITMENT

Recruitment Objective

Our aim is to recruit the best candidate for the role, regardless of their sex, sexual orientation, race, colour, creed, national or ethnic origin, nationality, religion or similar belief, marital status, age, disability or part-time status.

Advertisements

We advertise our vacancies in publications and in places where they will be seen by a broad cross-section of the community in order to encourage applications from a wide variety of people.

Application Forms

All of those applying for a role will be asked to complete an identical application form.

Selection for Interview

Candidates for interview will be selected on the basis of the information they have put on their application form concerning their qualifications and experience. This will be assessed against the criteria for the role and those candidates who appear most suitable for the role based on these criteria will be invited to interview.

General Approach

Employees, including managers and directors, are not permitted to make any decisions or judgments based on or influenced by an employee's sex, sexual orientation, race, colour, creed, national or ethnic origin, nationality, religion or similar belief, marital status, age, disability or part-time status.

INAPPROPRIATE BEHAVIOUR

Less Favourable Treatment

We will not tolerate employees, clients, customers or visitors being treated less favourably than others on the grounds of sex, sexual orientation, race, colour, creed, national or ethnic origin, nationality, religion or similar belief, marital status, age, disability or part-time status.



Harassment, Victimisation and Bullying

We will not tolerate harassment, victimisation and/or bullying in the work-place under any circumstances.

Gross misconduct

Breach of our Equal Opportunities Policy is regarded as gross misconduct and may lead to dismissal.

OUR COMMITMENT

Information

In order to prevent employees from being harassed, unlawfully discriminated against, bullied and/or victimised at work, we will:

- Bring our Equal Opportunities Policy to the attention of all new employees;
- Ensure that all employees have been informed that they must behave at all times with due respect and consideration to their fellow employees, managers and the other people they will meet during the course of their employment;
- Ensure that employees know that they are entitled to bring complaints of harassment, unlawful discrimination, bullying and/or victimisation to the attention of their manager or a more senior manager and that they have the right to have those complaints treated seriously and thoroughly investigated;
- Ensure that managers are aware that harassment, unlawful discrimination, bullying and/or victimisation are regarded by the Company as gross misconduct and that they are dealt with accordingly through our Disciplinary Procedure.

Our Responsibility

We take our responsibilities in relation to equal opportunities seriously and have nominated Matthew Hoare, Managing Director as the person with overall responsibility within the company for ensuring that we are an equal opportunities employer.

Your input

You are invited to make comments and suggestions to improve equal opportunities within the workplace and these should be addressed to Matthew Hoare, Managing Director in the first instance.



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Matthew Hoare
Managing Director