

EQUAL OPPORTUNITIES POLICY

It is the policy of the company to provide equal opportunities in employment to all employees and job applicants regardless of sex, marital or civil partnership status, sexual orientation, gender reassignment, race, colour, ethnic or national origins, religion or belief, disability or age – referred to as “protected characteristics”.

The company is committed to a positive policy to promote equal opportunities in all aspects of employment including:

- Recruitment and selection
- The employment relationship including equal pay, terms and conditions of employment, promotion/career opportunities, training and development etc.
- Termination of employment and dismissal

Every manager, supervisor and employee has personal responsibility for implementing and ensuring compliance with the policy at all times.

The company will not accept any form of unlawful discrimination by reason of a protected characteristic whether with regard to employment within the company or in its professional dealings with third parties, including suppliers and customers. This includes unlawful discrimination as a consequence of an employee's association with another person who has a protected characteristic (excluding marriage and civil partnership status) even if the employee does not. All appropriate steps will be taken to deal effectively with any concerns raised about contraventions of this policy.

Breaches of this policy will be regarded as misconduct and treated as a disciplinary matter and in more serious cases as potential gross misconduct warranting summary dismissal.

An employee will not be criticised or penalised in any way for raising any issues in line with this procedure, unless it is pursued with malicious intent or in an irresponsible manner.

All employees are required to make themselves aware of, and at all times to observe the company's policy in respect of equal opportunities.

This is only a brief summary of the company policy with regard to promoting and ensuring equal opportunities within employment. For further details or information please see the company's Dignity at Work Policy.

Any employee with a complaint relating to equal opportunities such as discrimination or related harassment or bullying should raise a grievance through the Company's Grievance Procedure. In circumstances where, for example the complaint relates to the employee's Line Manager or where the employee would not feel comfortable discussing their concerns with them, then the employee should contact an alternative supervisor/manager and advise them of their complaint / concern. Any matters raised will be handled sensitively and with discretion.

Any employee who has a complaint involving the actions of external third parties (i.e. those who are not employees of the company) should raise the matter with their Line Manager without delay in order that the circumstances can be investigated and appropriate action taken.

Signed:

Managing Director

28th February 2018