Equal Opportunity Policy

Purpose

This policy is intended to communicate our commitment to providing equal opportunities for all employees and stakeholders associated with the Group.

Aim

To ensure that everyone associated with the Group is treated equally and fairly.

Accordingly, policies for recruitment, selection, training, development and promotion are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, age, disability, religious belief, trade union membership or non-membership, sex, marital status, sexual orientation or contract status. The objective of this policy is to ensure that individuals are selected, promoted and otherwise treated solely on the basis of their relevant aptitudes, skills and abilities.

Responsibility

Management has the primary responsibility for the successful implementation of this policy. Managers should:

- Promote equality of opportunity in employment and development.
- Communicate this policy and the legal responsibilities of the Group to all employees, ensuring that they understand their own responsibilities.
- Ensure that they do not discriminate in the course of their employment against employees and potential employees, customers, suppliers or members of the public with whom they come into contact during the course of their duties.
- Not inducing or attempting to induce others to practise unlawful discrimination.
- Challenging any act of discrimination and informing employees that they will be subject to disciplinary action if they fail to adhere to the policy.

You have the responsibility to ensure that you assist the Group in achieving these objectives by:

- Not discriminating in the course of employment against fellow employees, customers, suppliers or members of the public with whom you come into contact during the course of your duties.
- Not inducing or attempting to induce others to practise unlawful discrimination.
- Reporting any discriminatory action to your line manager or the Human Resources Department.

The successful operation of this policy necessitates a contribution from you and you have an obligation to report any act of discrimination known to you.

If you consider you are a victim of unlawful discrimination you may raise the issue through the Grievance Procedure. Section 6 – Absence, Performance, Disciplinary and Grievance.

Any act that is deemed discriminatory to another individual, whether employee or member of the public will be treated as gross misconduct under our Disciplinary Procedure.