



### Equal Opportunities Policy

1. The Company seeks to employ a workforce which reflects the diverse community at large because the Company values the individual contribution of people irrespective of sex, age, marital status, disability, sexual orientation, gender reassignment, race, colour, religion, ethnic or national origin.
2. All employees will be treated with dignity and respect. The Company will use its best endeavours to provide a working environment free from unlawful discrimination, harassment or victimisation on the grounds of sex, age, marital status, disability, sexual orientation, gender reassignment, race, colour, religion, ethnic or national origin.
3. The Company recognises its legal obligations including those under the Race Relations Act, Sex Discrimination Act, The Equal Pay Act, the Disability Discrimination Act and the Part-time Workers legislation.
4. The Company undertakes to review periodically its selection criteria and procedures to maintain a system where individuals are selected, promoted and treated solely on the basis of their merits and abilities.
5. The Company will not tolerate acts which breach this policy and all instances of such behaviour or alleged behaviour will be taken seriously, fully investigated and may be subject to the disciplinary procedures of the Company. The Company further seeks to give all employees equal opportunity and encouragement to progress within the organisation by implementing a positive action plan.
6. If an existing employee becomes disabled the Company will make every effort to retain him or her within the workforce whenever reasonable and practicable.
7. Whenever reasonably practicable to do so the Company will install in existing premises facilities for people with disabilities. Whenever the Employer invests capital in new or refurbished premises every practicable effort will be made to provide for the needs of staff and customers with disabilities.
8. The Company undertakes to distribute and publicise this policy statement to all employees and elsewhere as from time to time appropriate.
9. Any employee who believes that they may have been subjected to treatment which breaches this policy may raise the matter through the grievance procedure of the Company.



**Managing Director**

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