

Equal Opportunities Policy



This policy is intended to ensure that our employees understand their obligations and assist us in putting our commitment to equal opportunities and diversity into practice.

We aim to treat everyone equally and to ensure that no job applicant, employee, worker or ex-worker is discriminated against on the grounds of a protected characteristic as defined by legislation.

The following are protected characteristics:

- Age;
- Disability;
- Gender reassignment;
- Marriage and civil partnership;
- Pregnancy and maternity;
- Race (including colour, nationality, ethnicity or national origin);
- Religion or belief;
- Gender; and
- Sexual orientation.

In addition, we aim to ensure that no job applicant, employee or worker is treated less favourably or placed at a disadvantage on the grounds of their part-time or fixed term status or trade union activities. Where the company does hold personal sensitive information for monitoring purposes. Such information will be held on your HR file and only accessible to senior Management. Such information will be retained in accordance with our privacy notices.

Our Equal Opportunities policy applies to every activity and aspect of employment including but not limited to the advertisement of jobs, recruitment, appointment, provision of benefits, allocation of training, promotion, disciplinary proceedings, dismissal, conditions of work, pay, references and the provision of goods or services.

If you believe that you have been treated less favourably because of a protected characteristic you should report the matter to your manager, or where appropriate i.e. if the less favourable treatment involves them, directly to another manager so that the issue can be investigated and resolved.

If you have a disability please let us know so that reasonable adjustments can be considered.

We do not tolerate any unlawful or unfair discrimination and anyone found to be acting in a discriminatory manner will face disciplinary action which could include dismissal without notice for gross misconduct. Everyone has a duty to report unlawful or unfair discriminatory behaviour to a member of management. We actively promote equality of opportunity and require everyone to contribute towards achieving this objective.

Signature

A handwritten signature in black ink, appearing to be 'A. B.', written over a horizontal line.

This Policy Review:
Next Policy Review:

January 2020
January 2021

