

## EQUAL OPPORTUNITIES POLICY

It is a policy of this company that all persons have equal opportunities for employment and advancement in the Company, on the basis of their ability, qualifications and fitness for work.

The Company is fully committed to the principle of equal opportunity in employment and opposed to sexual and racial harassment and harassment on the grounds of sexual orientation or religious belief or other similarly held belief. Nor will we discriminate against potential or existing employees on the grounds of disability. These are forms of discrimination that constitute unlawful behaviour and are contrary to the Sex Discrimination Acts 1975 and 1986, the Race Relations Act 1976 and the Employment Equality (Sexual Orientation) and (Religion or Belief) Regulations 2003. We also support the ethics and letter of The Equality Act 2010 and will not suffer indirect discrimination either.

Our employment 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, colour, national origin, religious belief or other similarly held belief, sex or sexual orientation, marital status and disability.

The Company Management at all levels has the primary responsibility for the successful application of the policy:-

- By not discriminating in the course of employment against fellow employees or job applicants.
- By not inducing or attempting to induce others to practice unlawful discrimination.
- By bringing to the attention of all employees that they will be subject to disciplinary action should they fail to adhere to this policy.

Employees have the responsibility to ensure they assist in the implementation of this policy:-

- By not discriminating in the course of their employment against fellow employees, customers, suppliers or members of the public with who contact is made.
- By not inducing or attempting to induce others to practice unlawful discrimination.
- By reporting any discriminatory action to the Company Management.

The consistent application and effectiveness of the policy will be regularly monitored and reviewed. Overall responsibility for its implementation rests with the Directors.

If an employee considers that he or she is a victim of unfair discrimination, he or she may raise the issue through the grievance procedure as laid out in our Company Employee Handbook.

### A) STATEMENT OF POLICY

1. We recognise that discrimination is unacceptable and although equality of opportunity has been a long standing feature of our employment practices and procedure, we have made the decision to adopt a formal equal opportunities policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.
2. The aim of the policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of race, colour, ethnic or national origin, religious belief or other similarly held belief, gender, marital status, sexual orientation, gender reassignment, age or disability.

3. We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.
4. The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.
5. The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.
6. We will maintain a neutral working environment in which no employee or worker feels under threat or intimidated.

**Name:** Mr Evans Igor..... **Position:** Managing Director.....

**Signature:**..... **Date:** .....08/07/2019.....

