

Equal Opportunities and Diversity Policy

It is our policy to provide a working environment in which employees are able to realise their full potential and to contribute to our success. Our aim is to identify and eliminate all discriminatory practices and behaviours and employees are expected to support this commitment and to assist in its realisation in all possible ways.

Specifically, we aim to ensure that no employee or job applicant is discriminated against, either directly or indirectly, by perception or association, or by harassment, on the grounds of age, race or nationality, disability, religion or similar philosophical belief, sexual orientation or gender.

All employees, whether part time or full time, permanent or temporary, will be treated fairly and with respect. All employees will be helped and encouraged to develop their full potential so that their talents and resources may be fully utilised to maximise the efficiency of the organisation.

This commitment applies to all aspects of employment, including those outlined below:

- Recruitment and selection
- Training
- Promotion and career development opportunities
- Terms and conditions of employment, and access to employment related benefits and facilities
- Grievance handling and the application of disciplinary procedures
- Selection for redundancy

The company management and all members of staff have a shared responsibility to ensure that this Equal Opportunities Policy is adhered to and to promote dignity and equality of opportunity at work. Breaches of this Equal Opportunities Policy may be regarded as misconduct and could lead to disciplinary proceedings.

Approved By : David Cole
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