	NAME	<u>Equal Opportunities Policy</u>
	REF	PS-003-WB-UED
	ISSUE DATE	28/11/2024
	REVISION No	1
	PREPARE BY:	SM
	APPROVE	RM

Policy Statement

The company is committed to the principle of equality of opportunity in employment and in the provision of services.

Our employment policies for recruitment, selection, training and development are designed to ensure that no job applicant or member of staff receives less favorable treatment on the grounds of colour, race, religious belief, political opinion, sex, marital status, disability, age, sexual orientation, family circumstance, pregnancy or maternity leave, gender reassignment or ethnic or national origin.

The company will not unlawfully discriminate, either directly or indirectly, or victimise on any of the above grounds. It is committed to the provision of a harmonious working environment and the operation of fairness and equality at work, for those seeking work and in the services it provides.

The company's management team has the primary responsibility for the successful application of this policy by:

- not discriminating in the course of employment against colleagues, job applicants or clients
- not inducing or attempting to induce others to practice unlawful discrimination
- bringing to the attention of everyone that they will be subject to disciplinary action for:
 - ✓ failure to adhere to the policy
 - ✓ promoting a harmonious, dignified, respectful and neutral working environment.


Every staff member has a responsibility to assist the company in the implementation of this policy by:

- ✓ not discriminating in the course of employment against colleagues, clients, suppliers or members of the public
- ✓ not inducing or attempting to induce others to practice unlawful discrimination
- ✓ reporting any discriminatory action to the company's management team.

To make this policy work requires much more than this formal system. The policy will help to create the necessary conditions for success but it is for each of us to make our own contribution.

The company will treat breaches of this policy very seriously; they will be considered as a disciplinary offence and may warrant dismissal.

The consistent application, effectiveness, development and related training for the policy will be regularly monitored and reviewed and the overall responsibility rests with Management.

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In order to implement this policy, the company will ensure that:

- the policy is communicated to all staff;
- managers and staff are made aware of their responsibilities through appropriate training; and
- adequate resources are made available to fulfil the aims and obligations of this policy.

Responsibility

The management team will have overall responsibility for the subsequent development, review and monitoring of the policy on a continuing basis.

It is intended that this policy will continue to provide employment practices which benefit employees, create better working relationships, greater job satisfaction and improved service.

Therefore, all staff and anyone acting on behalf of the company should:

- ✓ Co-operate with measures introduced to ensure equal opportunities and prevent discrimination;
- ✓ Not harass, abuse or intimidate fellow staff;
- ✓ Carry out their duties in accordance with this policy.

The successful adoption of equal opportunities working practices will depend upon commitment from the staff and management.

Staff who have reason to believe that they have been discriminated against or have not received fair treatment may be able to pursue their complaint through the Grievance or Dignity at work Procedures. This will depend upon the nature of the complaint.

Good Staff Relations


This policy aims to promote understanding and acceptance that prejudice and discriminatory practices are unacceptable and unprofessional, and are not tolerated by the company.

- Staff are encouraged to promote good relations between colleagues and discourage offensive and discriminatory behaviour;
- All complaints by staff who feel that they have been discriminated against will be taken seriously.
- All complainants will be protected from victimisation by virtue of this policy;
- All staff will receive awareness training on equal opportunities issues.

This policy will be regularly monitored and reviewed in order to assess its effectiveness.

Recruitment & Selection

The recruitment and selection process should be based solely on merit, using objective, non-discriminatory and work-related criteria in order to ensure that

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the most suitable person for the post, in respect of experience, abilities and qualifications is finally recruited.

The policy is designed to:

- Ensure that selection criteria are strictly relevant to the job specification for the position;
- Ensure that no criteria, condition or requirement which cannot be shown to be relevant to the performance of the job is applied in the selection process;
- Remove unlawful discrimination from recruitment and selection processes and ensure that consistent use is made of the available guidelines;
- Develop professional awareness in all employees who are involved in the recruitment, selection and placement process, providing training and information where appropriate;
- Advertise vacancies in appropriate ways that provide for equality of opportunity.

Training and Promotion

- Senior staff will receive training in the application of this policy to ensure they are aware of its contents and provisions.
- All promotion will be in line with this policy.

Monitoring

We will maintain and review the employment records of all employees in order to monitor the progress of this policy.

Monitoring may involve:-

- The collection and classification of information regarding race in terms of ethnic/national origin, religion and sex of all applicants and current employees;
- The examination by ethnic/national origin, religion and sex of the distribution of employees and the success rate of the applicants; and
- Recording recruitment, training and promotion records of all employees. The decisions reached and the reason for those decisions.

Andrew Reeks
Operations Director

28/11/2024

Signature

