

# Equality and Diversity Policy



The Company is committed to the principle of equal opportunity in employment and does not discriminate in the provision of services or the application of policies.

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, nationality, ethnic or national origin, religion, political belief, sex, marital status, disability, sexual orientation, gender reassignment, pregnancy and maternity or human rights.

The Company will ensure that individuals are selected, promoted and treated fairly, openly and honestly with dignity and respect on the basis of their relevant aptitudes, skills and abilities.

The Company's 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 employees that they will be subject to disciplinary action for failure to adhere to the policy.

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

- not discriminating in the course of employment against fellow employees, customers, suppliers, or members of the public with whom contact is made.
- by not inducing or attempting to induce others to practice unlawful discrimination.
- reporting any discriminating action to the Company's management.

To make the policy work requires much more than a formal system. The policy will help to create the necessary conditions for success but it is for each employee to make his or her own contribution.

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

If an employee considers that he or she is a victim of an unfair discrimination he or she may raise the issue through our grievance procedure.

Signed:



Date: 29<sup>th</sup> July 2014

Barry A Upton  
Managing Director