



Equal Opportunities Policy

It is the policy of the Company to give equal opportunity in employment regardless of sex, sexual orientation, marital status, race, age, disability, religion or ethnic origin. This applies to recruitment, training, pay, conditions of employment, allocation of work and promotion.

Implementation

- It is in the Company's interest, and those who work within it, to ensure that the talent and skills available within the Company and the community are considered when employment opportunities arise. To this end, the Company is committed to achieving and maintaining a workforce which broadly reflects that of the community in which it operates.
- All reasonable steps will be taken to ensure individuals are treated equally and fairly and decisions on recruitment, selection, training, promotion and retention are based solely on objective criteria.

1. Responsibilities

- Both Managers and employees have a responsibility to ensure equality in employment by virtue of their actions and attitudes towards others.
- Managers in particular should:
 - Ensure all employees are aware of their responsibilities, the law and the Company's policy on equality of opportunity.
 - Ensure complaints are dealt with in a fair and consistent manner.
 - Ensure proper records of employment decisions are maintained, and regular reviews of employment practices are carried out.
- Individual employees in particular should:
 - Co-operate with measures introduced to ensure equal opportunities and non-discrimination.
 - Not act in a discriminatory manner.
 - Not induce or attempt to induce other employees or management to practice unlawful discrimination.
 - Not victimise or harass individuals on the grounds that they have made a complaint or provided information about discrimination.
 - Inform management if they suspect that discrimination is taking place.



2. Employment Practices

- The Company will promote equality of opportunity throughout the application of employment practices, to ensure individuals receive treatment that is fair, equitable and consistent with their relevant aptitudes, potential, skills and abilities.
 - Individuals will be recruited, promoted, selected for training and remunerated by way of objective criteria. In particular no applicant or employee will be placed at a disadvantage by requirements or conditions which are unnecessary to the performance of the job or which constitute unfair direct or indirect discrimination.
 - Where vacancies are advertised, such advertisements, both in placement and content, will reflect the terms of this policy, demonstrating a commitment to equality of opportunity.
 - The Company will ensure that employees who believe they have experienced direct or indirect discrimination will be given the opportunity to raise their concerns and every effort will be made to secure a satisfactory resolution. The Company will also make all reasonable efforts to ensure employees making a complaint of unfair discrimination will be protected from victimisation.
 - Any substantiated unfair discriminatory conduct will be treated as a disciplinary offence.
 - This policy will be circulated to all Managers and brought to the attention of all employees.

3. Positive Action

All appointments and promotions will be based on individual merit and the necessary attributes for the post. However, where under-represented groups are identified the Company will take appropriate action, within its resources, to encourage applicants from these groups.