

EQUALITY AND DIVERSITY POLICY

Objective - To provide diversity and equality in employment and in the delivery of our services, irrespective of gender, race, ethnic origin, disability, age, nationality, national origin, sexuality, religion or belief, and marital status.

- We oppose all forms of unlawful and unfair discrimination, whether direct or indirect.
- All employees, whether part time, full time or temporary will be treated fairly and equally.
- Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.
- All employees will be helped and encouraged to develop their full potential and the talents and resources of all employees will be fully utilised to maximise the efficiency of the organisation.
- We are committed to providing professional and appropriate services to all people.

Our commitment - Every employee is entitled to a working environment which promotes dignity and respect to all, No form of intimidation, bullying or harassment will be tolerated.

- The commitment to diversity and equality in the workplace makes good business sense.
- Breaches of our diversity and equality practice will be regarded as misconduct and could lead to disciplinary proceedings
- This policy is fully supported by senior management

The law - This policy will be implemented within the framework of the relevant legislation.

- However we seek to be ahead of the law in our treatment of employees, clients, suppliers and all other people with whom we come into contact. We challenge discrimination and prejudice in all its forms.

Implementation - We ensure all recruitment and HR policies and procedures enable equal opportunity for all employees.

- We champion positive action initiatives with different stakeholders to achieve best practice.
- We review all our employment practices and procedures to ensure fairness on an annual basis.
- All employees will receive information in their induction to the company to ensure their understanding and commitment to this policy, and that they reflect this in their dealings with colleagues, clients and all people with whom they come into contact.

Any complaints under this policy should first be addressed to the responsible supervisor or manager and if not resolved should then be addressed to the Managing Director who takes the implementation of this policy very seriously.