

## EQUAL OPPORTUNITIES POLICY

This policy sets out and explains:

- our equal opportunities policy and complaints procedure;
- your responsibility in making sure our policy is upheld;
- what to do if you have any special requirements; and
- the role of the Business Manager and sources of further support.

If, at any time during your employment, you wish to discuss an equal opportunities matter, you are encouraged to contact the Business Manager.

We are totally committed to the principle of equal opportunities and to creating a working environment in which you are treated with dignity and respect, that is free from unlawful discrimination, victimisation or harassment on grounds of:

- colour, race, nationality or ethnic origin;
- sex, marital status or gender reassignment;
- disability of any kind;
- religion;
- sexual orientation;
- age; and
- trade union membership.

Current legislation is summarised in the Appendix to this Policy.

Our commitment applies to all aspects of employment including:

- recruitment and the advertisement of jobs;
- terms and conditions of employment;
- training, career development and progression;
- grievance and disciplinary procedures; and
- relationships between members of staff.

We take this policy very seriously. A breach of this policy is considered to be gross misconduct and disciplinary action, including dismissal for serious offences, will be taken against people who do not comply with it.

Tim Viney

Managing Director

Date: 1<sup>st</sup> March 2007