



EQUAL OPPORTUNITIES POLICY

The success of the Company depends on people. It is the Company's policy to ensure that employees are recruited from the widest possible talent pool and remunerated, developed and promoted on the basis of skills and suitability, for the work performed. The Company aims to create an environment where everyone has an equal chance to succeed.

It is committed to ensuring that no employee (or prospective employee) receives less favorable treatment on grounds of protected characteristics such as colour, race, religion, ethnic origin, gender, marital status, disability, age or sexual orientation. This also extends to someone who associates with any person with protected characteristics.

We all have a responsibility to embrace and support this vision and must continue to challenge behaviour and attitudes that prevent us from achieving this. All employees will be made aware of the provisions of this policy and are required to ensure that the policy is carried out in its entirety.

Policy principles

- Gender: women and men are fully and properly represented and rewarded for their contribution
- Trans-gender status: the Company will take positive steps to support a trans-gender person and ensure they are treated with respect and dignity
- Marital status: people are treated fairly irrespective of their marital status, civil partnership or family status
- Race: understanding, respecting and valuing different racial and cultural backgrounds and perspectives are central
- Disability: the abilities of disabled people are recognized throughout the company. Appropriate adjustments in the workplace to help people achieve their full career potential will be considered
- Age: we recognise the benefits of a mixed-age workforce
- Religious belief and political opinion: employees are treated fairly irrespective of their religious beliefs and practices or political opinions
- HIV: discrimination against an employee on the grounds that he or she is thought to have HIV or AIDS is not acceptable and confidentiality will be respected in line with the wishes of the individual with HIV or AIDS
- Sexuality: employees are treated fairly irrespective of their sexuality.

Recruitment

The Company will comply with the Code of Practice on Racial Equality in Employment and also the Equal Opportunities Commission Code of Practice and the Equality Act 2010.

No recruitment literature or advertisements will imply a preference for any one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated.

Vacancies

All internal and external applicants will be considered on their merits and skills for career development and promotion without discrimination.

Job descriptions and person specifications

These will include only those requirements deemed necessary for the effective performance of the role.

All selection interviews and short listing will be conducted on an objective basis and deal only with suitability for the job. Any questions asked in respect of personal circumstances will relate purely to the job requirements and be asked of all candidates for the post. All recruiting managers will receive interview training to ensure compliance with the Code of Practice on Racial Equality in employment and also the Equal Opportunities Commission Code of Practice and the Equality Act 2010.

Responsibilities

The Company will ensure that all its policies and procedures are kept regularly under review to ensure that they operate within this Equal Opportunities Policy. Managers at every level are held accountable for the implementation of this policy.

The Company will monitor the workforce and take corrective action if an imbalance becomes apparent. You are required to ensure that the policy is carried out in its entirety. If you fail to observe the principles of this policy, you could be subject to the Company's disciplinary policy.

Complaints

Any complaints in respect of deviance from this Equal Opportunities Policy should be reported formally to your immediate manager and HR, who will investigate in accordance with the Company's grievance procedure.