



## **EQUAL OPPORTUNITIES IN EMPLOYMENT**

The policy of the Company is that all applicants for employment and employees shall be given equal opportunities in all areas of employment. This means that no job applicant or employee receives less favourable treatment on the grounds of gender, age, marital status, social class, colour, race, ethnic origin, creed or disability. Neither should they be disadvantaged by conditions or requirements, which cannot be shown to be relevant to the job. The Company and its Directors place great emphasis on maintaining procedures, which are free from all forms of discrimination.

For all job applicants these principles extend to the method of advertising, selection criteria and testing. Internal advertisements will be published to all employees. For existing employees the principles relate to promotion, transfer, redundancy, career development, training, maternity and working relationships. The Company will monitor action to ensure that individuals are selected and promoted without prejudice to others on the grounds of unfair discrimination.

In promoting the above practice, the Company fulfils its social responsibility towards its employees and to the communities in which it operates, and recognises its legal obligations under the Race Relations Act, the Sex Discrimination Act, the Equal Pay Act and the Disabled Persons Employment Act.

Any employee who believes he or she is being discriminated against in any of the above areas should raise the matter through the Grievance Procedure which is described in the section headed Complaints Procedure.

Current employment legislation is designed to prevent discrimination and identifies actions, which will be regarded as unlawful. Discrimination may be either direct or indirect and may include victimisation and/or harassment.

### **Direct Discrimination.**

Direct Discrimination consists of treating a person on the grounds of their sex, marital status, union or non-union membership, sexual orientation, creed, parental status, age, religion, political beliefs, race, colour, nationality, disability or ethnic origins less favourably than others are or would be treated in the same or similar circumstances. For example; refusing to employ an applicant on sexual or racial grounds is less favourable treatment.

