

EQUAL OPPORTUNITIES POLICY

All employees, trainees and applicants for employment with this Company will be given equal opportunity regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Company is committed to providing equal opportunities for all and promoting equality of opportunity in all aspects of employment, including recruitment, the provision of training and career development opportunities to:

- Make full use of the talents of our employees
- Provide the same level of opportunity for everyone
- Improve our management practice
- Strengthen our reputation as a good employer
- Attract and retain new employees
- Show our clients that we are a fair Company
- Ensure that our employment and business practices do not infringe the law
- Demonstrate our commitment to be an equal opportunities employer
- Ensure access to training.

The Company values diversity and it is in everyone's interests for the environment in which we work to be harmonious and respectful. We aim to provide a creative working environment where everyone has an equal opportunity for success. We will treat all employees fairly and with dignity and we will aim to provide a working environment free from direct and indirect discrimination, harassment or victimisation.

Each employee has a moral and legal duty not to discriminate against job applicants, other employees, suppliers, clients or any other business contacts. In addition, any employee's conduct outside of work that could have a bearing on their employment or could bring the Company's name or reputation into disrepute will be dealt with under the Company's disciplinary procedure.

Company Responsibilities

The Company will fulfil its commitment to equal opportunity by:

- Recognising its legal obligations under the Equality Act 2010 and other associated legislation and appropriate case law
- Ensuring that all policies and procedures regarding employment issues are developed in strict accordance with this policy on Equal Opportunities
- Distributing and publicising this policy statement throughout the Company
- Providing facilities for any employee who believes that he/she has been unfairly treated to raise the matter through the grievance procedure
- Regarding any deliberate discriminatory action, including harassment, by any employee as a serious disciplinary offence.

Managers` Responsibilities

- Managers have a duty to be aware if any employee is being harassed and to deal with it promptly and effectively
- To fully understand this policy and be able to offer advice on the procedure when asked
- Ensure that their own behaviour is consistent with this policy, and that they behave in a manner which upholds the dignity and respect of each employee both within their team and within the Company as a whole
- Draw this policy to the attention of their team and ensure that any new team members are aware of it and understand it
- Be sensitive and receptive to the feelings of those who have made a complaint
- Respond professionally and promptly to complaints in line with the processes laid out within this policy
- Maintain complete confidentiality relating to all aspects of cases of harassment at all times
- Information should only be shared between those who need to be involved in a complaint.

All employees of the Company have a responsibility to bring to the attention of their manager or another Manager any concerns they have about the way they are being treated. It is also the duty of all employees to bring to the attention of their manager if they believe a colleague is being harassed.

RECRUITMENT AND SELECTION

The Company recognises that it is fundamental to the success of the business to attract and appoint candidates who are of the highest caliber and who have the appropriate skills and experience to help the Company grow and evolve through their willingness to learn and adapt and their ability to work as part of a team.

The Company pledges to:

- Ensure that the best candidate is recruited based on their merit
- Ensure that the recruitment and selection process is conducted professionally, fairly, efficiently and consistently
- Provide appropriate training and support for anyone involved in the recruitment process
- Ensure that anyone involved in the recruitment process is aware of and adheres to the relevant legislation
- Ensure that the recruitment process is relevant and up to date; continually developing and evolving to make sure that a rigorous and accurate recruitment process is in place
- Treat all documents with the utmost confidentiality and in accordance with Data Protection regulations

Equality of opportunity is an integral part of the recruitment and selection process, therefore, the Company`s recruitment and selection processes will be:

- Transparent
- Timely
- Cost effective

- Equitable
- Free from conflict of interest
- Accessible to all regardless of their background