

We are committed to a policy of equal opportunities for all employees and to ensuring within the framework of the Law that our workplaces are free from unlawful or unfair discrimination on the grounds of –

- Sex/gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependents
- Pregnancy and maternity
- Religion, belief or political opinion
- Race (including colour, nationality, ethnic or national origins)
- Disability
- Sexual orientation
- Age

We aim to ensure that our staff achieves their full potential and that all employment decisions are taken without reference to irrelevant or discriminatory criteria. We have adopted the following Equal Opportunities Policy as a means of helping to achieve these aims.

We are committed to ensuring that all our staff and applications for employment are protected from unlawful discrimination in employment.

Implementing Equality of Opportunity

Throughout one's employment, staff members are expected to conduct themselves in a manner that is not discriminatory and we will take all possible steps to ensure that equal opportunity is maintained. These steps will include:

- Using fair and objective criteria in recruitment and employment decisions. Our selection procedures will be reviewed from time to time to ensure they are appropriate for achieving our objectives and for avoiding unlawful discrimination.
- Person and job specifications being limited to those requirements which are necessary for the effective performance of the job. Interviews will be conducted on an objective basis.

EQUAL OPPORTUNITIES POLICY STATEMENT

- In accordance with recommended practice, the ethnic and gender composition of our staff and applicants for jobs will be monitored on an anonymous basis at all levels.
- Where possible, reviewing working patterns to enable us to offer flexible working to staff that require it. Where necessary, special provision will be made for staff returning to work following a break for domestic reasons.
- All staff have a right to equality of opportunity and we have a duty to implement this Policy. Breach of the Equal Opportunities Policy is potentially a serious disciplinary matter. Anyone who believes that he or she may have been disadvantaged on discriminatory grounds is entitled to raise the matter through the grievance procedure.

A handwritten signature in black ink, appearing to be "R. Roe", with a long horizontal line extending to the right.

Richard Roe
Managing Director

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