

Equality & Diversity at Work Policy

Policy Statement

The Company undertakes that it will provide equal opportunities to all employees, or potential employees, clients and potential clients, irrespective of their gender, race, ethnic origin, disability, age, nationality, national origin, sexuality, religion, marital status and social class.

The Company opposes all forms of unlawful, unfair, direct and indirect discrimination or any discrimination by association.

General

This policy will be implemented with regards to previous legislation as the Equality Act came into force on 1 October 2010.

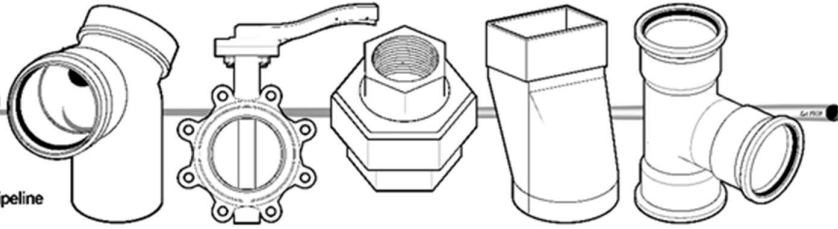
It brought together over 116 separate pieces of legislation into one single Act and provides a legal framework to protect the rights of individuals and advance equality of opportunity for all. Furthermore, it provides Britain with a discrimination law which protects individuals from unfair treatment and promotes a fair and more equal society.

The nine main pieces of legislation that were merged are:

- the Equal Pay Act 1970
- the Sex Discrimination Act 1975
- the Race Relations Act 1976
- the Disability Discrimination Act 1995
- the Employment Equality (Religion or Belief) Regulations 2003
- the Employment Equality (Sexual Orientation) Regulations 2003
- the Employment Equality (Age) Regulations 2006
- the Equality Act 2006, Part 2
- the Equality Act (Sexual Orientation) Regulations 2007

Implementation

- All employees, whether part time or full time or temporary, will be treated fairly and equally.
- Selection for employment, promotion, training or any other benefit will be solely based on aptitude and ability, having, where appropriate, considered reasonable adjustments. It is the responsibility of every employee, irrespective of role or seniority, to abide by, and take personal responsibility for the implementation of this policy.
- Any employee who fails to provide equal opportunity to any other employee or potential employee, client or potential client, on any of the grounds detailed above



will be subject to the Company's disciplinary procedure. In serious cases, such behaviour may be deemed to constitute gross misconduct and, as such, may result in summary dismissal.

- Employees should bear in mind that they can be held personally liable for any act of unlawful discrimination.
- Employees who commit serious acts may also be guilty of a criminal offence.
- The Company has Bullying / Harassment / Grievance policies that relate to this policy.

Monitoring and Reviewing

Compliance with this policy will be monitored regularly and the policy itself will be reviewed regularly in accordance with the direction and guidance provided through the Equality and Human Rights Commission.

To ensure continuing awareness of this policy, the policy will be copied to all employees prior to commencement of employment, and the induction programme will include training on the policy and how it should be implemented.