

EQUAL OPPORTUNITIES & DIVERSITY POLICY

POLICY & MISSION STATEMENT

The Company prides itself on being an equal opportunities employer. Our policy statement is designed to set out the principles of the Company's approach and management of equal opportunities and diversity.

The aim of our policy is to ensure that no employee; job applicant customer/client is treated less favourably than another on the grounds of sex, race, nationality or national or ethnic origin, disability, marital status, age, sexual orientation, colour or religious belief (referred to as **Protected Characteristics**) or any employee is not directly or indirectly disadvantaged by conditions or requirements that are not essential for the carrying out of the duties and responsibilities within any job.

Appointment and promotion within the Company will be considered solely on the basis of merit, ability and the business and organisational needs of the Company.

The Company is committed to ensuring the effective application and management of this policy. To this end, while overall responsibility for monitoring and reviewing the effective working of the policy and procedures for its delivery has been vested in the Managing Director of the Company. It is acknowledged that responsibilities also lie with all employees and/or agents involved in and responsible for the recruitment and employee training and development.

It is the duty of all employees of the Company to accept their personal involvement in the effective implementation of the Company's Equal Opportunity & Diversity Policy. Any employee in breach of the policy will be subject to disciplinary action. Conversely any employee who believes that he or she has been treated unfairly in any respect of the policy or in breach of the policy will be entitled to raise the matter through the Company's Grievance Procedures.

An integral part of this policy is that relating to the need for the Company to value diversity by firstly recognising that diversity exists in the Company, promoting its values and responding to it positively in relation to our employees, service providers and customers/clients.

