

# Equal Opportunities Policy and Procedure

## Policy

The Company is committed to a policy of maintaining equality of opportunity at work and, in particular, in its procedures relating to the recruitment, training, development and promotion of its employees.

Accordingly, discrimination at work on any of the following grounds will not be tolerated:

- Sex or sexual orientation;
- Gender reassignment
- Marital status;
- Race, national or ethnic origin;
- Religion or belief;
- Colour;
- Disability
- Age;
- Discrimination on any other unlawful grounds.

Discrimination arises in a situation where someone is treated less favourably than another person is or would have been treated in similar circumstances. Discrimination on any of the above grounds is unlawful and unacceptable.

## Procedure

Every employee must comply with this policy at all times. A breach will render those concerned liable to disciplinary action, which may result in summary dismissal.

The Directors of the Company have overall responsibility for ensuring that this policy is carried out.

Any employee who feels that he/she has been discriminated against on any of the above stated grounds should promptly refer in the first instance to a Director of the Company.

No one should be disadvantaged at work on any of those grounds, and all such complaints will be dealt with as quickly and as sensitively as possible in accordance with the Company's grievance procedure.