

SECTION 1

1.3 EQUAL OPPORTUNITY POLICY STATEMENT

- * This company is an equal opportunities employer and will therefore, promote equality of opportunity in the recruitment, promotion, appraisal, training and development of its staff and otherwise treat them on the basis of their relative merits and abilities.
 - * The law requires that no job applicant, member of staff or customer will receive less favourable treatment on the grounds of religion, race, colour, nationality, ethnic or national origins, sexual orientation, marital status, gender, age or disability.
 - * Where the law does not prescribe, every effort will be made to avoid direct or indirect discrimination on grounds of; political belief, social economic background, parental status.
1. We are an equal opportunity employer and follow the recommendations of the Equal and Human Rights Commission. We will not tolerate discrimination and aim to ensure that no job applicant, employee, trainee or customer is treated unfairly on the grounds of their race, colour, nationality, ethnic origin, gender, disability, sexual orientation, age or religion; having regard to the individual's aptitudes and abilities and the requirements of the job.
 2. We will take disciplinary action where there is evidence of direct or indirect discrimination, abuse, harassment or victimisation.
 3. We will appoint a senior manager **Mr R Donald** to be responsible for implementing equality of opportunity policies.
 4. We will communicate clearly to all staff the equal opportunities statement, the relevant disciplinary and grievance procedures and the name and role of the senior manager responsible.
 5. We will monitor all discrimination allegations, to double check that they have been responded to adequately and fairly and according to policy.
 6. We will monitor recruitment; work allocation, discipline and dismissal procedures to identify any uneven statistical patterns that require further investigation. We will consult regularly with workers about the policy.
 7. We will make reasonable changes to overcome physical and non physical barriers that make it difficult for disabled employees to carry out their work.

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8. We will ensure all managers and staff are aware of their responsibilities under the Race Relations Act 1976 Amendment Regulations 2003 , Disability Discrimination Act 1995 (Revised 2005), Equal Pay Act 1970, Sex Discrimination Act 1975 Amendment Regulations 2008, Equality Act 2006, Employment Equality Age Regulations 2006, Human Rights Act 1998, Civil Partnership Act 2004 and the company's Equal Opportunities Policy.

Signed:

A handwritten signature in black ink, appearing to be 'D. Daniels', written over a faint circular stamp.

Position: Managing Director

Date: 01/12/2009