

## POLICY

# Equal opportunities and anti-discrimination

**We're committed to providing a workplace where all employees and stakeholders are treated with dignity, respect, and fairness. We believe that diversity and inclusion are key drivers of innovation, creativity, and productivity.**

We recognise that discrimination is unacceptable.

The aim of the policy is to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy or maternity, breastfeeding, race, religion or belief, sex or sexual orientation or intersex status.

This policy applies to all employees, contractors, consultants, temporary workers, volunteers, and job applicants. It covers all aspects of employment, including recruitment, hiring, training, promotion, compensation, benefits, termination, and any other terms and conditions of employment.

Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.

The policy will be communicated to all private contractors reminding them of their responsibilities regarding equal opportunity.

We will maintain a positive workplace where no employee or other worker feels threatened or intimidated.

### RECRUITMENT AND SELECTION

We'll endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or subconsciously, in making these decisions.

Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.

We'll adopt a consistent, non-discriminatory approach to the advertising of vacancies.

We won't confine our recruitment to areas or media sources that provide only, or mainly, applicants of a particular group. All applicants who apply for our vacant roles will receive fair treatment and be considered solely for their ability to do the job.

All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.

Shortlisting and interviewing will be carried out by more than one person where possible.

Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.

Selection decisions will not be influenced by other staff's perceived prejudices. All promotions will be in accordance with this policy.



**Chris Jones**  
Director



**Warrin Orman**  
Director