
EQUAL OPPORTUNITY POLICY

We are committed as an equal opportunity employer to ensure that all employees, job applicants, clients and others with whom we network are treated fairly, equally and respectfully.

EQUAL OPPORTUNITIES

Current and potential employees are offered the same opportunities regardless of a protected characteristic (sex, race, disability, sexual orientation, religion or belief, age, marital status or civil partnership, pregnancy/maternity, gender reassignment) or indeed any other characteristic unrelated to the performance of the job.

We also seek to ensure that no one suffers, either directly or indirectly, as a result of unlawful discrimination. This extends beyond the individual's own characteristics, to also cover discrimination by association and by perception.

An effective equal opportunity policy will help you develop to your full potential in a working environment free from harassment, intimidation, or discrimination in any form. Not only do we observe the relevant legislation, but we also take the necessary steps to provide genuine equality of opportunity. We also recognise the benefits of employing individuals from a range of backgrounds, as this creates a workforce where creativity and valuing difference in others thrives. We value the wealth of experience within the community in which we operate and aspire to have a workforce that reflects this.

DIRECT AND INDIRECT DISCRIMINATION

Discrimination may be direct or indirect and it may occur intentionally or unintentionally. Direct discrimination occurs where someone is put at a disadvantage for a reason related to one or more of the grounds set out above. For example, rejecting an applicant of one race because it is considered they would not "fit in" on the grounds of their race would be direct discrimination.

Indirect discrimination occurs where an individual is subject to an unjustified provision, criterion or practice which puts them at a particular disadvantage because of, for example, their sex or race. For example, a height requirement would be likely to eliminate proportionately more women than men. If these criteria cannot be objectively justified for a reason unconnected with sex, it would be indirectly discriminatory on the grounds of sex. Discrimination also includes victimisation (less favourable treatment because of action taken to assert legal rights against discrimination or to assist a colleague in that regard) and harassment. Please see the Anti-harassment policy.

RESPONSIBILITY

All workers have a duty to act in accordance with this policy and to treat colleagues with dignity at all times, and not to discriminate against or harass other members of staff, whether junior or senior to them. In some situations, the Company may be held responsible for the acts of individual members of staff and will not therefore tolerate any discriminatory practices or behavior.

This policy applies to advertising of jobs, recruitment, selection, training, development, opportunities for promotion, conditions of service, benefits, facilities, pay, health and safety, conduct at work, all policies and procedures and to termination of employment. The Company will take appropriate steps to accommodate the requirements of workers' religions, cultures, and domestic responsibilities.

GRIEVANCES, DISPUTES AND DISCIPLINARY PROCEDURE

If you believe that you may have been disadvantaged on any of the unlawful grounds listed above, you are encouraged to raise the matter through the Company's grievance procedure. Anyone who raises a complaint in good faith will not be victimised or treated less favourably as a result. False allegations that are found to have been made in bad faith will, however, be dealt with under the Company's disciplinary procedure. If, after investigation, you are proven to have acted inappropriately and/or unfairly discriminated you will be subject to disciplinary action. In serious cases, such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. The Company will always take a strict approach to serious breaches of this policy.

Signed:

Alexandra Hagen Date: 12 june 2019

Alexandra Hagen
Chief Executive Officer