



## **Equal Opportunity Policy**

### **Introduction**

We are fully committed to the active promotion of equal opportunity in the provision of all of our goods and services to our customers, suppliers, employees and others. We are also committed to providing all of our employees with an environment free from Bullying/Harassment.

### **Policy**

The following principles will be a condition of all aspects of our work.

- No person or group of persons applying for employment will be treated less favourably than any other person or group of persons because of their race, colour, nationality, sex, religion, disability, age or sexual orientation or marital status
- Employees will not advise, assist, encourage or commit any act, which amounts to a breach of discrimination law
- The company will endeavour to provide fair employment opportunities. The aim of this policy will be to overcome the practical difficulties that disabled people and minority groups encounter in seeking employment

### **Employment Policy**

To this end the company will:

- Recognise its legal obligations under Race Relation Act 1976, Sex Discrimination Act 1975, Equal Pay Act 1970 and Disability Discrimination Act 1995.
- Review periodically its selection criteria and procedures to maintain a system where individuals are selected, promoted and treated solely on the basis of their merits and abilities, which are appropriate to the job
- Seek to give all employees equal opportunity and encouragement to progress within the company
- Provide facilities for any employee who believes that inequitable treatment has been applied to him/her within the scope of this policy, to raise the matter through the appropriate grievance.

### **Bullying/Harassment**

The company will not tolerate bullying or harassment by any employees, irrespective of status or function, made towards any other employees. This policy applies not only to bullying or harassment of fellow employees but also by a client, customer or other business contact with whom an employee might reasonably come into contact within the course of their employment.

This policy is to promote awareness among employees so as to prevent aggressive behaviour. All employees will be expected to comply with this policy and management will take appropriate measure to ensure that bullying or harassment does not occur. Appropriate disciplinary action, including dismissal for serious offences, will be taken against any employee who violates this policy.

The policy applies to employees both in the workplace and at work associated events such as meetings, conferences and office parties or social gatherings, whether on the premises or off site.

### **Responsibilities**

The overall responsibilities for monitoring the effectiveness of this policy and ensuring this policy fully operative, is vested in the Department Managers of the Ham Baker Group in their areas of operation.

The Personnel Department will nominate a contact person that in the event of alleged bullying or harassment will act as impartial investigator and will advise the complainant of what course of action to take. It is the responsibility of all employees to accept their own personal involvement in the practical application of this policy.

### **Breach of Policy**

The company will not accept any discrimination, whether direct or indirect. Nor will the company accept any bullying or harassment from or towards its employees. Any employee found to be in breach of this policy will be subject to disciplinary action. This may include dismissal on the grounds of gross misconduct for serious breaches of policy.