

Equal Opportunities Policy

The purpose of this policy is to ensure equal opportunities for all workers, job applicants, clients and customers, irrespective of sex, gender, marital status, race, colour, nationality, ethnic or national origin, religion or religious beliefs, disability, sexual orientation or age. We value diversity and the individuality and creativity that every worker potentially brings to the workforce.

Operating principles

- Workers, job applicants, visitors, clients and customers will be treated fairly, openly and honestly, and with dignity and respect.
- No job applicant or employee will receive less favourable treatment on grounds of their sex, gender, marital status, race, colour, nationality, ethnic or national origin, religion or religious beliefs, disability, sexual orientation or age
- Equality of opportunity is about good employment practice and makes sound business sense. Steps will be taken to make sure all business practices ensure equal opportunities.
- Recruitment, training and promotion opportunities will be made as widely available as possible.
- Selection criteria for employment, training and promotion opportunities will be entirely related to the job.
- Employment decisions on recruitment, promotion and training will be made solely on the basis of merit.
- Everyone has the right to work and do business in an environment free of unlawful discrimination and harassment. We will not tolerate such behaviour under any circumstances.
- Disciplinary action may be taken against any worker found responsible for harassment or discrimination.
- Any worker, visitor, client or customer who believes he or she is being discriminated against, victimised or harassed should raise the matter through the company's complaints procedure.

This policy is fully supported by the senior management team. We will ensure that all our workers, customers and clients are aware of the policy, and that they understand that they have a responsibility to observe it.

15th April 2009

Grant McDougall
Managing Director

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