

SPS 2 DEC

EQUAL OPPORTUNITIES POLICY

Equal Opportunities Policy Statement

SPS 2 DEC, hereinafter referred to as “The Company” in this document, is committed to a policy of equal opportunity and anti-discrimination. By this commitment, the Company undertakes that no person, whether employee, prospective employee, contractor or third party will be discriminated against by the Company, any of its employees or contractors, because of race, colour, sex, nationality, creed, ethnic origin, disability, marital status, age or sexual orientation.

The Company will operate this policy of equality of opportunity, both in the recruitment of Company employees and contractors, and also in the provision of its services.

The Company recognises that in pursuing a policy of equality of opportunity, it is not only fulfilling its legal obligations, but is furthering its objectives of obtaining the best possible candidates for its employment positions and the widest range of potential clients for whom it seeks to undertake work.

Discrimination

For the purposes of this policy “Discrimination” means a situation where a person is treated less favourably because of race, colour, sex, nationality, creed, ethnic origin, disability, marital status, age or sexual orientation. The Company not only pledges to disallow discrimination in its activities, but also to take disciplinary action against any individual employee who displays such discriminatory behaviour, whilst in the Company’s employment.

Responsibility Of All Individuals Employed By (Or Contracted To) The Company

All employees and contractors are required to abide by the Company’s policy on equality of opportunity and must not exhibit discrimination against any other employee, contractor, client’s employee or member of the public because of race, colour, sex, nationality, creed, ethnic origin, disability, marital status, age or sexual orientation.

Discriminatory behaviour by an individual means any behaviour that results in another person suffering because of race, colour, sex, nationality, creed, ethnic origin, disability, marital status, age or sexual orientation. Discriminatory behaviour includes such behaviour as taunting and verbal, as well as physical abuse, on such grounds

Furthermore any discriminatory behaviour or statements made by an individual may result in disciplinary action being taken against him/her by the Company. This may, in cases of abuse or violence, result in dismissal on the grounds of gross misconduct.

Recruitment Policy and Procedure

The Company requires that positions are advertised and vacancies filled according to the merits of the individual concerned. The object of the Company is to recruit the best candidate regardless of race, colour, sex, nationality, creed, ethnic origin disability, marital status, age or sexual orientation. To this end, the following measures will be taken for all advertised positions:-

Advertisements shall be placed in order to gain the widest range of suitable applicants

Recruitment literature and advertisements shall not contain any photographs or statements which imply a preference on the grounds of race, colour, sex, nationality, creed, ethnic origin, disability, marital status, age or sexual orientation, and it will be stated in the advertisement that the Company is an equal opportunities employer.

Specifications for posts will only include the requirements relevant to the position concerned and shall not stipulate any other requirements, unless they directly affect the individual's ability to effectively perform the tasks involved.

Applications and interviews will be handled objectively and no questions will be used on the subject of non-relevant personal details which could give rise to discrimination (e.g. marriage plans, family intentions, ethnic or religious background). Any personal details, other than those specifically relevant to the job that are required for the personal file of a candidate, will only be collated after the job offer has been made.

Selection between employees regarding promotion, training or individually allocated duties will not be subject to any discrimination on the grounds of race, colour, sex, nationality, creed, ethnic origin disability, marital status, age or sexual orientation.

Grievance Procedure

Any person who feels that he or she has been unfairly discriminated against because of his/her race, colour, sex, nationality, creed, ethnic origin disability, marital status, age or sexual orientation should inform the Company's Personnel Director immediately.

All such complaints will be investigated whether the alleged discrimination was considered to arise from the corporate behaviour of the Company in its undertakings or by the behaviour of an individual employed by or sub-contracted to the Company.

Monitoring Of The Policy

The Managers of SPS 2 DEC will regularly monitor this policy to ensure compliance and take any corrective action as may be necessary where non-compliance can be clearly shown.

The policy will be reviewed and updated as necessary at regular review meetings and will be communicated to all employees and sub-contractors to ensure understanding and compliance by all concerned in the operation of the Company's activities.

Signed _____

Dated _____