

## **EQUAL OPPORTUNITIES POLICY**

### **Introduction**

Selecta Systems Ltd considers all forms of discrimination to be unacceptable in the workplace. The Company is committed to providing equal opportunities throughout employment, including in the remuneration, recruitment, training and promotion of staff.

The Company is committed to ensuring that no employee receives less favourable treatment or is unlawfully discriminated against on grounds of disability, gender, sex, sexual orientation, marital status, race, colour, religious convictions, age, nationality or ethnic origin.

All employees will be made aware of the provisions of this policy and all employees are required to ensure that the policy is carried out properly.

The Company will not ignore, or treat lightly, grievances or complaints from employees on the assumption that the individual is oversensitive about discrimination.

### **Recruitment and Promotion**

The Company will ensure that information about vacant posts will be circulated as widely as possible, so that it may reach as wide a group as possible regardless of race, religion, or beliefs, sex, colour, age, marital status, nationality, ethnic origin, disability or sexual orientation.

No recruitment literature or advertisements will imply a preference for any one group of applicants unless there is a general occupational qualification which limits the post to a particular group, in which case this must be clearly stated. Where a particular qualification is required, the Company will (as far as reasonably practicable) state that a fully comparable qualification obtained overseas is as acceptable as a UK qualification.

The Company will comply with the Code of Practice of the Commission for Racial Equality and the Equal Opportunities Commission Code of Practice.

The Company will take all reasonable steps to recruit, employ and promote employees on the basis of ability, skill and qualification, without regard to any of the grounds referred to above.

The Company will avoid making any requirements when recruiting employees which would exclude a higher proportion of a particular sex or racial group.

## **Employment**

The Company will not unlawfully discriminate against an individual employee on the basis of disability, gender, sexual orientation, sex, marital status, race, colour, religious convictions or beliefs , age, nationality or ethnic origin.

## **Selection**

All job applicants will be treated equally. Applicants will be considered on their merits and skills for employment, career development and promotion without discrimination. No such decisions will be taken by the Company which cannot be objectively justified in the particular circumstances.

## **Training, Facilities and Benefits**

All employees will be provided with the appropriate training for their needs regardless of their race, sex, colour, age, marital status, nationality, ethnic origin, disability or sexual orientation.

The Company will make no distinction based on such grounds between the training, facilities and benefits it provides its employees.

## **Monitoring**

The Company will ensure that all aspects of the policy are kept under review in order to ensure the effectiveness of its Equal Opportunities Policy. From time to time, the Company will review its selection criteria for recruitment, training and promotion to ensure they do not constitute or could lead to unlawful discrimination.

## **Responsibilities**

The responsibility for ensuring that this policy is upheld is with the Managers and Supervisors. They will be fully trained, informed and supervised in order to be able to carry out efficiently the equal opportunities policy and deal with any discriminatory acts.

Managers and Supervisors are responsible for knowing whether or not unacceptable behaviour is taking place in their particular areas of responsibility and will take preventative measures to ensure it does not occur.

If the Manager or Supervisor becomes aware that such behaviour has occurred, he or she must respond in accordance with the Company Discrimination and Harassment Procedure.

All complaints must be treated seriously and the failure of the Manager or Supervisor to carry out his or her duties in respect of equal opportunities could lead to disciplinary action being taken against him.