

### 1. Statement of Policy

The aim of this policy is to communicate the commitment of our Director to the promotion of equality of opportunity within SRG 4 Drivers Ltd. It is our policy to ensure that all job applications and employees receive fair treatment regardless of their gender, sexual orientation, race, nationality, ethnic and national origin, disability, age, trade union membership, religious beliefs. We do this by adhering to all equal opportunities legislation and ensuring that we are fair, objective, transparent and free from discrimination in all our systems, processes, procedures, activities and decisions.

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination. We recognise that the provision of equal opportunities in the workplace is not only good management practice; it also makes sound business sense. Our equal opportunities policy will help all those who work for us develop their potential and the talents and resources of the workforce will be utilised fully to maximise the efficiency of the organisation.

### 2. To whom does the Policy Apply?

Equal Opportunity policy applies to all those who work for (or apply to work for) SRG 4 Drivers Ltd:

- Job Applicant and Potential Applicants
- Employees
- Contract Workers
- Agency Workers
- Trainee workers and students on work experience or placements

### 3. Commitments

The Managing Director, as diversity champion has overall responsibility for ensuring the correct application and implementation of the policy.

#### **All managers have a responsibility to:**

- Ensure the non-discriminatory treatment of all job applicants and employees and promote equality of opportunity.
- Identify and remove discriminatory attitudes and practices within the organisation.
- Raise the level of employee's awareness of the policy's existence.
- Deal fairly and speedily with any discriminatory issue raised in the course of employment.
- Support and contribute to the monitoring and review process.
- Be aware of the diverse needs of employee and support them appropriately.

#### **All employees have a responsibility to:**

- Support the vision and continue to ensure that the principles of equal opportunities and diversity in the workplace are upheld.
- Treat colleagues and stakeholders with dignity and respect.
- Have due regard to equal opportunities in the work they do and decisions they make. Promote diversity in the workplace.

### 4. Legislative Basis

The acts listed below set out the legal basis of equal opportunities. They also provide for rights of appeal and sanctions to be invoked where discrimination is proved. The relevant acts are:

- Sex discrimination Act 1975
- Race Relations Act 1976 and 2000 as amended
- Disability Discrimination Act 1995
- Employment Equality (Age) Regulations 2006 Part-time Workers (Prevention of less favourable Treatment) Regulations 2
- Equal Pay Act 1970
- Data Protection Act 1998
- Rehabilitation of Offenders Act 1994
- The Asylum and Immigration Act 1996

### 5. Implementation

The Managing Director has specific responsibility for the effective implementation of this policy. Each Director, Manager and Supervisor also has the responsibilities and we expect all our employees to abide by the policy and help create the equality environment which is objective.

#### **In order to implement this policy we shall:**

- Communicate the policy to employees, job applicants, and contract or agency workers.
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of all staff.
- Provide equality training and guidance as appropriate, including training on induction and management courses.
- Ensure that those who are involved in assessing candidate for recruitment or promotion will be trained in non-discriminatory selection techniques.
- Incorporate equal opportunities notices into general communications practices, (e.g. Induction programs, staff newsletter, notice board).
- Obtain commitment from other persons or organisations such as subcontractors or agencies that they too will comply with the policy in their dealings with our organisation and our workforce.
- A diverse workplace is promoted and celebrated through our policies and how we operate.
- Ensure that adequate resources are made available to fulfil the objectives of the policy.

### 6. Monitoring & Review

We shall establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy. The effectiveness of our equal opportunities policy will be reviewed regularly and will be updated in accordance with new legislation introduced which needs to be reflected in the policy. For example, where monitoring identifies an under representation of a particular group or groups, we shall develop an action plan to address the imbalance.