

# Equal Opportunities Policy

## Introduction

The aim of this policy is to communicate the commitment of Southern Testing to the promotion of equality of opportunity for all staff. Southern Testing considers all forms of discrimination to be unacceptable in the workplace, and the purpose of this policy therefore is to providing equality and fairness for all staff and not to discriminate on the grounds of: gender (including sex, marital status), race (including ethnic origin, colour, nationality and national origin), disability, sexual orientation, religion or belief and age.

The company recognises that the provision of equal opportunities in the workplace is good management practice and makes sound business sense. This policy applies to all those who work for, or apply to work for, the company. All employees will be helped and encouraged to develop their full potential and for the company to utilise their talents fully to maximise the efficiency of the organisation.

## Our Commitment

- To create an environment in which all staff are treated with respect and valued.
- To promote equal training, development and progression opportunities for all staff.
- To prevent occurrences of unlawful direct discrimination, indirect discrimination, harassment, intimidation or bullying.
- To fulfil all legal obligations under the equality legislation and associated codes of practice.
- To comply with this equal opportunities policy and associated policies.
- To take lawful affirmative or positive action, where appropriate.
- To regard all breaches of this policy as misconduct, which could lead to disciplinary proceedings.

## Implementation

The Directors have overall responsibility and the Chief Executive operational control of the policy. All employees are to abide by the policy and in doing so meet its objective of an environment of equality. The Directors are responsible for reviewing the policy annually and for its implementation by:

**Communicating the policy to employees, applicants and others.** All employees have been advised of the policy. The details are included in their individual "*Contracts of Employment*". The policy is prominently displayed on notice boards, is available via the internal network and is sent out to job applicants.

**Providing equality training and guidance as appropriate.** Management are required to brief and advise their staff of their responsibilities towards the policy.

**Obtaining commitments from other persons or organisations** such as subcontractors that they too will comply with the policy in their dealings with our organisation and our workforce.

## Breaches of Policy

Employees who believe that they have suffered any form of discrimination, harassment, intimidation or bullying are entitled to raise the matter by following the procedures as detailed in the company's *Grievance* and *Anti-Bullying & Harassment Policies* or via the online "Feedback" system on the company's intranet. All complaints of discrimination will be dealt with seriously, promptly and confidentially and in accordance with all current legislation.

Signed



**M W Stevenson CEO**  
5<sup>th</sup> January 2009



ISO 9001 (FS29280)  
ISO 14001 (EMS 506775)  
BS18001 (OHS 506776)

