

## Equal Opportunity

The Organisation values the diversity of skills and abilities that different people bring to it. The Organisation's decision as to who to employ, train and promote will be based upon the individual's merit and not on any other grounds.

In addition, you as an individual must not act in a manner which could be considered to be of an unlawful discriminatory nature against fellow employees, or other people with whom you come into contact.

If you consider that discriminatory action is being taken against any individual, you should report this immediately to management.

If you consider you have been discriminated against, you should raise a grievance in accordance with the Grievance Procedure.

The Organisation considers unlawful discrimination to be a disciplinary offence which may result in dismissal.

You need to be aware that the Organisation is committed to the principle of equal opportunity in employment.

Accordingly, management will ensure that recruitment, selection, training, development and promotion procedures result in no job applicant or employee receiving less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, disability, trade union membership or non-membership, sex, sexual orientation or marital status, or being a part-time worker. The Organisation's objective is to ensure that individuals are selected, promoted and otherwise treated solely on the basis of their relevant aptitudes, skills and abilities.

Management has the primary responsibility for successfully meeting these objectives by:

- not discriminating in the course of employment against employees or job applicants
- not inducing or attempting to induce others to practise unlawful discrimination; and
- bringing to the attention of employees that they will be subject to disciplinary action for discrimination of any kind.

You can contribute by:

- not discriminating against fellow employees, customers, suppliers or members of the public with whom you come into contact during the course of your duties
- not inducing or attempting to induce others to practise unlawful discrimination; and
- reporting any discriminatory action to the Managing Director.

The successful achievement of these objectives necessitates a contribution from everyone and you have an obligation to report any act of discrimination known to you.

If you consider that you are a victim of unlawful discrimination you may raise the issue through the Grievance Procedure.

## Positive Work Environment

In order that the Organisation may maintain a positive work environment for all employees, you are required not to engage in or permit any fellow employee to engage in any sexual, racial or other harassment of or unlawful discrimination against any person (whether or not an employee) in the course of your or their employment with the Organisation.

You must report any incident of behaviour by any fellow employee in the course of their employment which might have a negative effect on the work environment to the Managing Director as soon as practicable after the incident has occurred.

You must report all matters which affect the proper performance of your duties at work and any matters which might undermine the relationship between yourself and the Organisation, whatever the nature of such matter or matters.