



Equal Opportunities Policy

The Aim of this policy is to communicate the commitment of the Director and Senior Management Team to the promotion of equality of opportunity in Versatile Wood Flooring Ltd.

It is our policy to provide employment equality to all, irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependents
- Race (including colour, nationality, ethnic or national origins, etc)
- Religion
- Political beliefs
- Disability
- Sexual orientation
- Age

We are opposed to all forms of unlawful or 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, promoting, 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 good sound business sense. Our equal opportunities policy will help all those who work for us to develop their full potential and the talents and resources of the workforce will be utilised fully to maximise the efficiency of the organisation.

Equality Commitments

We are committed to:

- Promoting equality of opportunity to all persons
- Promoting a good and harmonious working environment in which all persons are treated with respect
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
- Fulfilling all our legal obligations under the equality legislation and associated codes of practice
- Complying with our own equal opportunities policy and associated policies
- Taking lawful affirmative or positive action, where appropriate



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- Regarding all breaches of equal opportunities policy misconduct which could lead to disciplinary proceedings

This policy is fully supported by senior management.

Implementation

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

In order to communicate this policy we shall:

- Communicate this policy to employees, job applicants, and relevant others
- 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 as guidance as appropriate, including training on induction and management courses
- Ensure that those who are involved in assessing candidates for recruitment or promotion will be trained in non-discriminatory selection techniques
- Incorporate equal opportunities notices into general communication practices
- Obtain commitments from other persons or other organisations such as subcontractors or agencies that they too will comply with the policy in their dealing with the organisation and our workforce
- Ensure that adequate resources are made available to fulfil the objectives of the policy

Monitoring and Review

We will 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 action taken as necessary.

Complaints

Employees who believe they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the agreed grievance procedures. A copy of these procedures is available from the Office Manager or is available in the staff handbook. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

In addition to our internal procedures, employees have the right to pursue complaints of discrimination to an industrial tribunal or the Fair Employment Tribunal under the following anti-discrimination legislation:



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V ERSATILE wood flooring

- Sex Discrimination Act 1975 as amended
- Disabilities Discrimination Act 1995
- Race Relations Act 2000 as amended
- Employment Equality (sexual orientation) Regulations 2003
- Employment Equality (Age) Regulations 2006
- Equal Pay Act 1970 as amended

However, employees wishing to make a complaint to a tribunal will normally be required to raise their complaint under our internal grievances procedure first.

Every effort will be made to ensure that employees who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.



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