

SWALLOWFIELD PLC - WELLINGTON PERSONNEL DEPARTMENT <hr/> POLICIES AND PROCEDURES EQUAL OPPORTUNITIES POLICY	Issue No. 1  Date 27/09/05  Page 1 of 3
--	---

## **SWALLOWFIELD PLC**

### **EQUAL OPPORTUNITIES POLICY**

#### **1.0 POLICY STATEMENT**

- 1.1 Swallowfield plc is committed to a policy of fair and equal treatment of all employees and job applicants, irrespective of their sex, marital status, nationality, colour, race, religion, ethnic origin, disability or age. The company expects all staff, irrespective of their job or seniority, to follow this policy, and will take disciplinary action against any employee found guilty of an act of discrimination or harassment.
- 1.2 Swallowfield plc is committed to the consistent, profitable growth of its business and recognises that equal opportunities in employment are integral to achieving this objective. In order to achieve this, the company will: -
- \* Select, recruit, develop and promote the very best people, basing our judgement solely on suitability for the job.
  - \* Encourage diversity in our workforce, reflecting, where practical, the diversity of the local working population.
  - \* Maintain a working environment free from sexual and racial harassment and intimidation.
  - \* Ensure that all employment conditions and job requirements reflect our commitment to equal opportunities.

#### **2.0 THE LEGAL FRAMEWORK**

- 2.1 All employees are expected to abide by the requirements of:
- \* the Race Relations Act 1976
  - \* the Sex Discrimination Act 1986
  - \* the Disability Discrimination Act 1995
  - \* The Employment Equality (Sexual Orientation) Regulations 2003
  - \* The Codes of Practice issued by the commission for Racial Equality and the Equal Opportunities Commission.
- 2.2 Specifically prohibited are the following forms of discrimination:
- \* Treating any individual on grounds of sex, colour, marital status, race, nationality or ethnic origin, religion, sexual orientation, disability of membership or non-membership of a trade union, less favourably than others.
  - \* Expecting a person, solely on the grounds stated above, to comply with requirements that are different to the requirements for others, for any reason whatsoever,
  - \* Imposing on an individual, requirements that are in effect more onerous than they are on others. For example, this would include applying a condition (which is not warranted by the requirements of the position) which makes it more difficult for members of a particular race or sex to comply than others not of that race or sex.

Document approved by:	
Group HR Manager:	Group Managing Director:
Date:	Date:

SWALLOWFIELD PLC - WELLINGTON PERSONNEL DEPARTMENT <hr/> POLICIES AND PROCEDURES EQUAL OPPORTUNITIES POLICY	Issue No. 1  Date 27/09/05  Page 2 of 3
--	---

- \* Victimisation of an employee.
- \* Harassment of an employee.
- \* Any other act or omission of an act, which has the effect of disadvantaging an employee or applicant against another, purely on the above grounds.

2.3 Thus, in all disciplinary matters, as well as consideration for training, promotion, etc, (in other words all instances where those in control of employees are required to make judgements between them) it is essential that merit, experience, skills and temperament are considered as objectively as possible.

### 3.0 GENERAL

- 3.1 Swallowfield plc commits itself to the immediate investigation of any claims of discrimination on the above grounds and, where such is found to be the case, a requirement that the practice cease forthwith, restitution of damage or loss (if necessary), and to the investigation of any employee accused of discrimination.
- 3.2 Any employee found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against Swallowfield's policy, any employee offending will be dealt with under the disciplinary procedure. Unless assurances of future non-discriminatory actions are forthcoming, an employee repeating any act of discrimination may be dismissed.
- 3.3 Swallowfield plc recognises the right of an employee to belong to, or not to belong to, a trade union and membership or non-membership of such a union will not be taken into account in any way during the career of the employee.
- 3.4 Swallowfield plc commits itself to the employment of disabled personnel whenever possible and will treat such employees in aspects of their recruitment and employment in exactly the same manner as other employees, the nature of their disablement permitting. Assistance will be given, wherever possible and practical, to ensure that disabled employees are helped in access to their workplace, in gaining access to the facilities on company premises and in progressing in their career, subject only to the opportunity existing, the applicant's suitability, talent, and wish for it.

### 4.0 OBJECTIVES

- 4.1 The company will implement and maintain administrative, managerial and training action based upon the principles of this policy in respect of: -
- \* Recruitment  
Apply non-discriminatory treatment to all potential and actual applicants during the recruitment process. Comply with legislative requirements and Codes of Practice for sexual and racial discrimination and the employment of the disabled.
  - \* Training and career development  
Ensure that opportunities for training, promotion and transfer are made equally available to all qualified employees, and decisions that are based solely on qualifications and job suitability.

- Working environment  
Ensure that employees are provided with an environment in which they are able to conduct their work without sexual or racial harassment or intimidation.
- Terms and conditions of employment  
Ensure that policies including compensation, benefits and any other relevant issues associated with Terms and Conditions of Employment are formulated and applied without regard to sex, marital status, nationality, colour, race, ethnic origin or disability.
- Monitoring  
Maintain adequate personnel records to enable effective monitoring to ensure compliance with this policy.
- Grievances  
Deal speedily and effectively with any complaints of alleged discrimination and harassment, ensuring that all such complaints are fully investigated and that remedial action is taken where necessary.
- Communication and training  
Ensure that all employees are aware of the company's Equal Opportunities policy, are conversant with responsibilities under it and are trained so that they are able to meet those responsibilities effectively.
- Discipline and dismissal  
Ensure members of one racial group or sex are not disciplined or dismissed for performance or behaviour which would have been condoned or overlooked if committed by a person of another race or sex. Likewise, a married person shall be treated the same as a single person.

---

Changes from issue: