



# *Equal Opportunities Policy*

## **Policy Statement:**

Millennium Coatings Ltd is committed to being an equal opportunities employer and does everything in its power to ensure that the principles of equal opportunity apply to all policies and employment practices.

## **Objectives:**

- To ensure good employment practice in recruitment, covering all aspects from advertising, selection, training and conditions of service to reasons for termination of employment.
- To ensure that all employees play their part in putting this policy successfully into practice with integrity, social and community responsibility, teamwork and a commitment to performance
- To secure an ability-based workforce based upon the philosophy of “the best person for the job”
- Progression and development are therefore based on merit and assisting individuals to attain their full potential to the benefit of the company and themselves
- To establish a working environment where all employees are treated fairly, with dignity, respect and as individuals free from any unlawful or unfair discrimination, victimization, bullying or harassment on the grounds of colour, race, religion, ethnic or national origin, sex, pregnancy, marital status, age, disability or sexual orientation

## **Policy Implementation and Responsibility**

- The CEO has overall responsibility for the effective implementation of this policy.
- All employees have an obligation to respect and act in accordance with this Policy and to perform their duties in a non-discriminatory way and responsible to ensure that it is applied in practice throughout the organisation and to report any instances of victimization, harassment, discrimination or retribution
- All forms of victimization, bullying, harassment or discrimination etc are deemed unacceptable and any breach of this Policy shall be considered a serious disciplinary offence and could lead to dismissal
- The Policy is reviewed annually and is available to all employees via the web site
- Records of applicants and employees personal details are retained for review. Access is strictly restricted

## **Vacancy Advertising**

- Job descriptions shall be comprehensive where possible and written on a fair and non-discriminatory basis
- Advertising is both internal and external and open to all sectors of the community via the web site and any agencies used are governed by the Recruitment Employment Confederation

## **Selection and Recruitment**

- Is conducted on a fair, open, job related and non-discriminatory basis and reviewed for Policy compliance
- Wherever necessary, use will be made of lawful exemptions to recruit suitably qualified people to cater for the special needs of particular groups within the company
- Any testing procedures used are for the purpose of assessing applicant’s abilities and the decision to employ is based solely on merit.

## **Preventive Action**

- Wherever possible unnecessary prejudice or unjustifiable barriers will be removed and underrepresented groups will be encouraged to apply for training and employment opportunities with the company
- Training will be provided throughout the company to ensure everyone understands the importance of equal opportunities.

Signed: .....

Simon Nightingale (CEO)

Date: 30<sup>th</sup> November 2018

Revision 5