

EQUAL OPPORTUNITIES POLICY

Belmont Press is an equal opportunities employer that complies with the Equality Act 2010 with regards to the principle of equal opportunity in employment.

The company will ensure it treats all employees and other individuals equally irrespective of age, sex, sexual orientation, race, trade union membership, religion or belief, disability, marital status, pregnancy or maternity.

The object of this policy is to ensure that people are selected, promoted and generally treated solely on the basis of their aptitudes, skills and abilities.

Company & Management Responsibility

The company and management will endeavour to ensure that no employee or prospective employee, is discriminated against in any of the ways mentioned above nor through victimisation, harassment or bullying and will support any employee who has or develops a disability as far as is reasonably practicable.

In terms of recruitment, selection and training the company aims to always recruit the applicants who have the most appropriate skills, qualifications and/or experience.

All employees are given equal consideration with regard to training and personal development as is best suited to their role.

The company and management will also ensure that all of its terms and conditions of employment and internal working practices are free from all forms of discrimination.

Employee Responsibility

Individual employees are all made aware of this policy and must ensure that during the course of their employment they do not discriminate against fellow employees, customers, suppliers or anyone else they may come into contact with as a result of their employment.

Employees found to be behaving in a detrimental manner to any other employee, customer or member of the public will be subject to disciplinary action.

If any employee bears witness to discrimination they should report it to their line manager as soon as possible and the company will investigate.

Any employee who feels they have been discriminated against should follow the grievance procedure laid out in the employee handbook.

Signed.....
TJ Thomas
Managing Director

Date..5.3.12.....