

Equal Opportunity Policy

1. General Statement

The company affirms that its definitive policy is to promote and protect equality of opportunity by every means open to it in line with Fair Employment (Northern Ireland) Act 1989 and subsequent amending legislation.

The Company is committed to:

- Preventing any form of Direct and Indirect Discrimination or Victimisation.
- ensuring fair participation of both communities
- providing a harmonious working environment in which no form of intimidation or harassment will be tolerated.

Taking necessary affirmative action including goals and timetables where appropriate.

2. Policy

Overall responsibility for policy resides with the Managing Director. On a day to day basis, the Director of Administration has the line responsibility. It is stressed, however, that employees at every level within the Company have a responsibility in the promotion of equality of opportunity in employment.

The Company endorses the merit principle, i.e. that the best individual for a position will be selected without regard for his or her religious belief or perceived religious affiliation. The merit principle is confirmed as applying to recruitment to the Company, training, transfer and promotion.

All job vacancies will be advertised widely and in such a way as to ensure that both sections of the community are aware of them and encouraged to apply.

The Company will periodically review its selection criteria and procedures to maintain a system where individuals are selected, promoted and treated solely on the basis of their merits and those abilities which are appropriate to the job.

The Company will monitor the religious composition of the total work force by defined groupings. The religious affiliation record will be monitored, summarised and analysed by the Monitoring Officer.

The Company will ensure that through their grievance procedure any employee who believes that he/she has been treated inequitably within the scope of this policy is afforded full opportunity to raise the matter through the grievance procedure.

The Company will not tolerate any form of intimidation, harassment or action likely to cause apprehension to any such employee or groups of employees or to any applicant for employment. Such behaviour will be regarded as gross misconduct and appropriate steps which could lead to dismissal will be taken to deal with it.

3. Responsibilities

All employees have a responsibility to accept their personal involvement in the practical application of this policy but specific responsibility falls upon the managers and staff professionally involved in recruitment, employee administration and training.

It is the responsibility of all employees in conjunction with the Company, to foster and encourage a harmonious working atmosphere, in which no section of the community feels disadvantaged, threatened or intimidated because of their religion.