

deNovo – Equal Opportunities Policy

The Company recognises the value of equal opportunities in employment for both existing and prospective employees and the process or forms of unlawful or unfair discrimination.

The Company recognises that it is unlawful to discriminate on the grounds of age, sex, sexual orientation, marital status, race, colour, nationality, ethnic origins, religion, beliefs and disability. The Company undertakes to apply this procedure in such a way as to prevent discrimination.

This policy sets out the framework for the provision of equal opportunities and the elimination of unfair or unlawful discrimination.

This policy extends to visitors, and those who provide services to the Company.

Aims of the Policy

The main aims of the policy are:-

- To promote equal opportunity in employment
- To eliminate unfair or unlawful discrimination in employment
- To ensure that no job applicant is placed at a disadvantage by criteria which cannot be justified

Responsibilities of the Employer

It is recognised that responsibility for providing equal opportunities rests primarily with the Company as employer.

Managers will have overall responsibility for ensuring implementation and monitoring of the policy.

Responsibilities of the Employee

- The employees are required to comply with measures introduced by the Company to promote equal employment opportunities and eliminate discrimination.
- Employees must not themselves discriminate against other employees of the Company or job applicants.
- Employees must not induce or attempt to induce other employees, management or visitors to engage in discrimination.
- Employees are required to draw to the attention of management any suspected discriminatory acts or practices in contravention of the Equal Opportunities Policy.
- Employees must not victimise any individual who has made complaints or who has provided information about discrimination or harassment.
- Employees must not harass, abuse, or intimidate other employees on any grounds or otherwise act in a discriminatory manner.
- Employees must ensure that no actions are undertaken in their dealings with other employees, customers and members of the public which could be held to be discriminatory under the terms of this policy.