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## **3.6 – EQUAL OPPORTUNITIES POLICY**

### **1.0 INTRODUCTION**

This equal opportunity policy statement is designed to implement the commitment of GBC Industrial Tools (“the Company”) to equal opportunities. It is the responsibility of every employee to ensure his or her own conduct conforms to expected standards and reflects the policy statements.

### **2.0 PURPOSE & SCOPE**

The aim of the policy is to encourage harmony and respect amongst individuals so as to promote good working practices with a view to maximising the performance and the return of the Company and the employees.

### **3.0 EQUALITY STATEMENT**

If equal opportunities are not applied, then valuable talent and potential are wasted. Moreover, when unfair discrimination, harassment, bullying or victimisation occur, they bring about a climate of fear, insecurity and poor work performance. As well as being unlawful it affects profitability and morale. It is therefore vital that every employee understands his or her responsibilities. Wilful failure to apply these policies or evidence of discrimination, harassment, bullying or victimisation will result in disciplinary action which may involve dismissal.

It is the responsibility of the Company to: -

- Recognise and accept its legal obligations under the Equality Act 2010. Under this act, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation are protected characteristics.
- Seek to employ a workforce that reflects a diverse community at large because the Company values the individual contribution of people irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- Use its best endeavours to provide a working environment free from unlawful discrimination because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- Undertake to review periodically its recruitment and selection criteria and procedures where individuals are selected, solely on their merits and abilities.
- Undertake to review its employment practices, policies and procedures, including opportunities for training and promotion, pay and benefits, discipline,

selection for redundancy and retirement, to ensure that it avoids all forms of unlawful discrimination in the workplace.

#### **4.0 RECRUITMENT & TRAINING**

The Company will make reasonable adjustments to its recruitment and selection arrangements and procedures to ensure that no applicant for employment is disadvantaged because of disability. Whenever reasonable and practicable, the company shall make arrangements to retain disabled workers in the workforce. This may include adjusting working arrangements and practices, making changes to the physical environment and/or providing auxiliary aids and services.

The Company shall provide training in equal opportunities and undertakes to distribute this policy statement to all employees and as appropriate other interested parties.

#### **5.0 GRIEVANCE & POLICY BREACHES**

The Company will not tolerate acts which breach this policy and all instances of such behaviour or alleged behaviour will be taken seriously, fully investigated and may be subject to disciplinary procedures

Any employee who believes that they have been subjected to treatment that breaches this policy may raise the matter with the MD, Howard Lloyd, or their direct line manager.

The Company will monitor and review the operation of this policy and will implement any changes required by law to improve its effectiveness.

As the Managing Director of GBC Industrial Tools Limited, I accept responsibility for ensuring that the Company fully complies with this policy.

Howard Lloyd



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Monday 20<sup>th</sup> Feb 2017