

It is our policy **not** to discriminate for any reason including; sex, race, sexual orientation, age, colour, religion or disability. This applies equally to opportunities for recruitment training, promotion, and during discipline and dismissal. The Director has a responsibility for ensuring that this Policy is observed and implemented.

WHEN RECRUITING AND SELECTING EMPLOYEES WE WILL

- Operate open recruitment practices, so that opportunities to join us will be made equally apparent to all sections of the community. Advertisements will state that Blue Ribbon operates as an Equal Opportunities Employer.
- Recognise that both men and women are able and willing to undertake a wide range of work.
- Avoid language which implies that members of one sex are more likely to be able to do the job.
- Not to reject applications on the basis of assumptions about the abilities of men and women in general.
- Not to reject applicants based on their age, sexual orientation or disability, race, religion or cultural background.
- Not to use physical strength alone as a justification for discriminating against women.

ADVERTISEMENTS WILL

- Ensure that each advertisement contains the statement 'An Equal Opportunities Employer'
- Ensure that any advertisements can not be misunderstood, even if the job has no distinct masculine or feminine references.

WHEN PLANNING TRAINING WITHIN BLUE RIBBON WE WILL

- Ensure that all employees are given equal opportunities for training suitable to their individual needs
- Select candidates for promotion based on ability, experience and commitment to the organisation

WHEN TAKING DISCIPLINARY ACTION, INCLUDING DISMISSAL, WE WILL

- Ensure that we manage our staff fairly across all groups.

RESPONSIBILITY FOR ACTIONS OF STAFF

- We recognise that an employer is generally liable for an employee's act of discrimination in the course of employment, even if the employer did not know or approve of the employee's act.
- We are aware that we may also be liable for any subsequent failure to deal with complaints of discrimination.

CONCLUSION

- The Manager will monitor the number of job applicants and the numbers and positions of employees from different minority groups
- The Managing Director will review the results of decisions made by management to ensure that there is no sign of prejudice or discrimination operating in any part of the Company.
- Any examples of victimisation, discrimination or harassment will be treated as disciplinary offences
- This Policy is brought to the attention of staff during Induction and in the Staff Handbook. Equal Opportunity is a standing agenda item at staff and management meetings. Managers are required to be familiar with all parts of the Policy and to operate it fully.
- The Policy will be reviewed at least annually, with the date of the last review shown on it.

Revised August 2010

Signed: