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Servicing -

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T: 0845 296 8854**EQUAL OPPORTUNITIES POLICY**

Reg. No. 1731033

To ensure compliance with the Equality Act 2010, the Company is committed to providing equal opportunities and fair treatment for all persons, including applicants for employment, employees and Directors, contract workers, consultants and agents of the Company. This applies to all aspects of the employment relationship including recruitment and selection, training, compensation and benefits

The Equality Act 2010 covers fair treatment relating to age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnerships, pregnancy and maternity; these are called 'protected characteristics'.

The Company is committed to the principle of equal opportunities in employment and is opposed to any form of less favourable treatment or financial reward through direct or indirect discrimination, harassment, victimisation to employees or job applicants.

It is the duty of all employees, contract workers, consultants and agents at all levels of seniority to ensure compliance with this policy and must accept their personal responsibility for adhering to the principles of equal opportunity. All employees have a duty, both morally and legally not to discriminate against individuals. This means that there shall be no discrimination on account of any of the protected characteristics. Employees have a personal responsibility for the practical application of the Company's Equal Opportunities Policy, which extends to the treatment of members of the public and employees. Managers are responsible for ensuring that everyone within their area of accountability comply with the content and spirit of this policy. The Chairman is ultimately responsible for the fulfilment and execution of the policy.

The Company will actively promote equal opportunities throughout the organisation to ensure that individuals receive treatment that is fair and equitable and consistent with their relevant aptitudes, potential skills, and abilities. Employees will be recruited and selected, promoted and trained on the basis of an objective criteria. The Company is committed to ensure that unacceptable behaviour does not take place.

Any concerns raised regarding potential discrimination will be fully investigated and followed up as appropriate. Employees should be aware that acts of discrimination or any other breach of equal opportunities may not only be subject to the disciplinary process under the Company Disciplinary Policy, but may also be personally liable for unlawful discriminatory treatment

Monitoring and Review Arrangements

The Company will regularly monitor its policies to ensure that the Company pursues an effective policy of equal opportunity.

Grievance and Disciplinary Procedures

The Grievance Procedure is available to any employee who believes that he/she may have been unfairly discriminated against. The Company will ensure that any employee who feels that he or she has been treated unfairly or subjected to direct or indirect discrimination can raise the matter through the Grievance Procedure, where every effort will be made to secure a satisfactory resolution.

Disciplinary action under the Disciplinary Procedure shall be taken against any employee who is found to have committed an act of unlawful discrimination. Discriminatory conduct and sexual or racial harassment shall be regarded as gross misconduct.

Training

The Company will train, develop and promote on the basis of merit and ability.

Recruitment and Selection

We aim to ensure that no job applicant suffers discrimination because of any of the protected characteristics and our recruitment procedures are reviewed regularly to ensure that individuals are treated on the basis of their relevant merits and abilities.

We are required by law to ensure that all employees have the right to work in the UK and all applicants must produce the necessary original documents before employment starts.

Fixed Term Employees and Agency Workers

We will monitor the conditions of service of Fixed Term employees and Agency Workers to ensure access to benefits, training, promotion and permanent employment opportunities.

Part Time Workers

We will monitor the conditions of service and progression of part time workers to ensure they offered appropriate access to benefits, training and promotion opportunities. We will ensure requests to alter their working patterns are dealt with appropriately.

Disability discrimination

The Company will seek to improve upon a working environment or working arrangement, which causes a substantial disadvantage to a disabled person compared with non-disabled. For example, this may be related to equipment, access or working hours. We will take all reasonable steps in the circumstances to make reasonable adjustments to help overcome or minimise the difficulty.

In order to achieve any reasonable adjustment, the disabled individual should discuss the issue as fully as possible with his or her manager. If a manager requires clarification that impairment is defined as a disability under the act, he or she should consult a Director. The information shared will be treated with the utmost discretion, and the manager will discuss further dissemination with the disabled member of staff, prior to its use. The manager will then aim to offer the appropriate support after liaising with the Directors.

Rehabilitation of Offenders

It is the Company's policy not to discriminate against anyone who has spent conviction under the Rehabilitation of Offenders Act 1974. Under that Act it is unlawful to refuse, to engage or to dismiss on the grounds of a spent conviction. A conviction becomes spent after a period of time that runs from the start of the sentence. It is the Company's policy to comply with the Act.

Equal Pay

The Company acknowledges that men and women are entitled to be paid equally without any bias on the grounds of sex.

All reasonable steps will be taken to ensure that male and female staff receive equal pay for the same work and for work related as equivalent and for work of equal value.

The Company will review existing and future pay policies and structures and continue to monitor the impact of such policies and structures.

The Company hopes to minimise the possibility of bias on the grounds of sex arising in its pay structures and will accordingly fairly pay all its employees, justly rewarding everyone for their contributions to the Company's continuing success.

Harassment at Work

Harassment is unsolicited and unwelcome workplace behaviour, which adversely affects the dignity of the recipient. Where the behaviour is motivated by gender, marital status, race, colour, national or ethnic origin, nationality, disability or age it also amounts to an infringement of our Employment Equal Opportunity Policy.

The Company is committed to ensuring that no harassment or victimisation at work, whatever the motivation, is overlooked or condoned. Such behaviour can range from extreme forms such as violence or bullying to less obvious actions like practical jokes and ridiculing colleagues or subordinates.

Conduct becomes harassment if it persists and it has been made clear that it is regarded as offensive by the recipient, although a single offensive act can amount to harassment if it is sufficiently serious.

Any form of harassment will be considered a potential disciplinary matter.

Sexual Harassment at Work

Sexual harassment is a particular form of harassment. It is conduct at work directed towards an employee by another employee or group of employees, which is of a sexual nature, or which is based on a person's sex, and which is regarded as unwelcome or offensive to the recipient.



John Bracken
Chairman

Latest Review Date: April 2017
Next Review Date: April 2018