

Niscayah's Equal Opportunity Policy

Niscayah Limited is committed to implementing equal opportunities in all its employment policies, practices and procedures, without discrimination on grounds of gender, marital status, family status, sexual orientation, age, disability, religion, race and membership of the traveller community. To this end, it will ensure that the principles of employment equality are applied to recruitment, promotion, training and work experience and to all terms and conditions of employment including equal pay. Specifically this means :

- Equal access to employment, promotion, training and work experience, on merit, without reference to gender, marital status, family status, sexual orientation, age, disability, religion race and membership of the traveller community.
- Equality in conditions of employment.
- A working environment free from harassment on grounds of gender, marital status, family status, sexual orientation, age, disability, religion, race and membership of the traveller community.

We are opposed to all forms of unlawful and unfair discrimination. All full time and part time employees and job applicants (actual or potential) will be treated fairly and selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.

We recognise that the provision of equal opportunities in the workplace is not only good management practice, it also makes sound business sense. Our equal opportunities policy will help all employees to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

We are committed to:

- Preventing any form of direct or indirect discrimination or victimisation.
- Promoting equal opportunities for all.
- Promoting equal opportunities for people with disabilities.
- Promoting equal opportunities for ethnic minorities.
- Promoting a good and harmonious working environment where all men and women are treated with respect and dignity and in which no form of intimidation or harassment will be tolerated.
- Fulfilling all legal obligations under Equality legislation
- Taking any necessary positive/affirmative action, including setting goals and timetables.

Breaches of our equal opportunity policy and practice will be regarded as misconduct and could lead to disciplinary proceedings and subsequent appropriate sanction.

Implementation

The Human Resources Manager has specific responsibility for the effective implementation of this policy. Each Director, manager and supervisor also has



responsibilities and we expect all our employees to abide by the policy and help create the equality environment, which is its objective.

In order to implement this policy, we will ensure that:

- The policy is communicated to all employees, through induction, training, management training, team briefings, display on notice board and made known to job applicants.
- Managers and supervisors are aware of their responsibilities through appropriate and regular training.
- Appropriate training and guidance will be provided, including training on induction and management courses. In particular, all those involved in assessing candidates for recruitment or promotion will be trained in non-discriminatory recruitment and selection techniques.

Complaints

Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the Grievance Procedure and anti harassment procedure. All complaints of discrimination will be dealt with seriously, promptly and confidently.

Every effort will be made to ensure that employees making complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.