

## EQUAL OPPORTUNITIES POLICY STATEMENT

Inspectahire Instrument Company Ltd is an equal opportunity employer. We are committed to ensuring within the framework of the law that our workplaces are free from unlawful or unfair discrimination on the grounds of colour, religion, race, nationality, ethnic or national origin, gender, age, marital status, sexual orientation or disability.

We aim to ensure that our staff achieve their full potential and that all employment decisions are taken without reference to irrelevant or discriminatory criteria. We have adopted the following equal opportunity policy as a means of helping to achieve these aims.

### Implementing equality of opportunity;

- er• Recruitment and employment decisions will be made based on fair and objective criteria. Our selection procedures are reviewed from time to time to ensure that they are appropriate for achieving our objectives and for avoiding unlawful discrimination.
- ll• The requirements of job applicants and existing members of staff who have or have had a disability will be reviewed to ensure that whatever possible reasonable adjustments are made to enable them to enter or remain in employment with us. Promotion opportunities, benefits and facilities of employment will not be unreasonably limited, and every reasonable effort will be made to ensure that disabled staff participate fully in the workplace.
- rr• Person and job specifications will be limited to those requirements, which are necessary for the effective performance of the job. Interviews will be conducted on an objective basis and personal or home commitments will not form the basis of employment decisions except where necessary.
- er• Appropriate training will be provided to enable staff to implement and uphold our commitment to equality of opportunity.
- er• Working patterns will be reviewed to enable us to offer flexible working to staff and childcare responsibilities where possible. Where necessary special provision will be made for training for staff returning to work following a break for domestic reasons.
- tr• Consideration will be given to developing action programmes to promote equality of opportunity. This will include, where appropriate, a programme of positive action to encourage the development of those who are comparatively underrepresented in certain positions so that they can benefit from employment opportunities on equal terms.
- ll• All staff have a right to equality of opportunity and a duty to implement this policy. Breach of the equal opportunity policy is potentially a serious disciplinary matter. Anyone who believes that he or she may have been disadvantaged on discriminatory grounds is entitled to raise the matter through the Inspectahire Instrument Company Ltd.'s grievance procedure.

Authorised by:

Cailean Forrester

Cailean Forrester (Sep 16, 2019)

Name: Cailean Forrester

Title: Managing Director

Date: 17<sup>th</sup> September 2019 (Review period is within 24 months)






# Equal Opportunities Policy Statement 2019 - 2021

Final Audit Report

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