



Policy Statement

Sidey is committed to adopting fair and equitable treatment for all employees. Sidey undertakes to provide, training and development to all employees, or potential employees, whatever their racial or ethnic background and shall not to discriminate against an employee, or potential employee, on such grounds. Sidey undertakes to provide an employee with appropriate training (such as language training) in circumstances where their ethnic background creates a constraint to their ability to achieve their full potential. Sidey seeks to ensure that the working environment is comfortable for all its employees. No form of bullying, harassment or victimisation will be permitted or condoned under any circumstances.

Controls

Sidey's Company Secretary will have overall responsibility for the policy (hereafter referred to as The Policy Controller). Their responsibilities are as follows:

- To arrange that this policy is known to all employees and job applicants.
- To provide a confidential conduit to employees for discussion or complaint.
- To bring complaints to the notice of the Managing Director for decisions on the necessary corrective course of action. The corrective actions taken will be recorded in the register.
- To monitor changes in Equal Opportunities law and modify this policy accordingly.
- To monitor all job advertisements and job descriptions to ensure that they are free of any bias to race, colour, religion, sex, national origin, disability or age, whether it be direct or by implication.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Sidey will be based on merit, qualifications, and abilities. Sidey does not discriminate in employment opportunities or practices because of race, gender, gender reassignment, marital status, sexual orientation, age, religious beliefs, HIV status, or disability (covering sensory and physical disabilities, learning disabilities and mental health status).

Sidey is committed to meeting its obligations in, and supporting the spirit of, the following pieces of legislation:

- Sex Discrimination Act
- Equal Pay Act
- Race Relations Act
- Disability Discrimination Act
- Employment Equality (Religion or Belief) Regulations
- Equal Opportunities Act
- Employment Equality (Age) Regulations

Discrimination as outlined above and harassment is unacceptable and contrary to our explicit aim of providing quality services and recruiting and retaining diverse staff. Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment.

Signed:  Charles Arbuthnott

Date: 31/03/2011