

EQUAL OPPORTUNITIES

We recognise that discrimination in the workplace in any form is unacceptable and in most cases unlawful.

We have therefore adopted an Equal Opportunities Policy to ensure that all job applicants and employees are treated fairly and without favour or prejudice. This Company is committed to applying this policy throughout all areas of employment, recruitment and selection, training, development and promotion. In all situations, people will be judged solely on their merit or ability. The following sets down the key points of the policy, and any breach of the policy will lead to disciplinary action, which may include dismissal. Each and every employee has a duty to observe and apply the Company policy at all times.

The policy will be implemented in accordance with the requirements of the Equality Act 2010 (as amended), the Rehabilitation of Offenders Act, the Sex Discrimination Act, the Race Relations Act, and the Disability Discrimination Act, and all their various amendments. To ensure that we reach the widest cross section of the community, all vacancies will be advertised through the appropriate agencies, or independent media, as well as being advertised internally. At all times we will seek to ensure that no job applicant or employee receives less favourable treatment on the grounds of their race, colour, nationality, ethnic, or national origin, sex, marital status, sexual orientation, disability, political opinion/affiliation, age religion or belief.

Our application form will be as simple and straight forward as possible and we will not ask for unnecessary information. Interview questions will be related to the requirements of the job and we will not seek irrelevant qualifications. Applicants will be short-listed and if selected it will be solely on the basis of capability.

Each and every employee of our Company has an obligation to make a positive contribution towards engendering an environment of equal opportunity throughout the business. The Grievance Procedure is available to any individual who believes that they have been discriminated against, and we would encourage and urge those individuals who believe they have been treated unfairly, to pursue their rights through this channel.

Rotunda Policy Review Record

Reviewed by:	Approval date:	Review frequency:	Review date:	Signed:
Maxine Ennis	11 th May 2024	Annual	12 th May 2025	