DIAMONDPAK LTD
EQUAL OPPORTUNITIES POLICY

SCOPE AND INTENT

As an equal opportunities employer we are committed to ensuring all job applicants and employees are treated fairly and without favour or prejudice.

We have therefore adopted an Equal Opportunities Policy with the aim of ensuring that we provide a working environment in which all employees are treated fairly and are able to realise their full potential and to contribute to our success irrespective of their race, colour, ethnic or national origin, sex, gender, marital status, sexual orientation, religion or belief, disability or age.

Furthermore, part time employees will not be treated less favourably on the grounds that they are part time, and their entitlements will be calculated on a pro rata basis of the full time equivalent.

The policy will be implemented in accordance with the relevant statutory requirements and account will be taken of any appropriate codes of practice. The area of Equal Opportunities practice is continually developing as social attitudes and legislation changes. We shall review our policy and practice on a regular basis and implement appropriate changes where we believe changes could improve equality of opportunity.

We expect all employees to contribute towards fostering an environment of equal opportunity throughout our business. Breaches of the policy will be treated seriously and may result in disciplinary action including dismissal.

PRACTICE

We seek to fulfil our commitment to equal opportunities through the application of policies and procedures which are consistent and equitable. We may be required to depart from these procedures but we shall do so only if it is the case that being of a particular sex, race, religion or belief, or sexual orientation is a genuine occupational requirement for a particular job.

When advertising positions we shall endeavour to reach a full spectrum of potential job applicants. Processes and/or media sources which provide applicants only of a particular group will be avoided.

Our application forms will be as simple as possible and will not seek irrelevant information. Applicants will be short-listed solely on the basis of their capability. Interview questions will be related to the requirements of the job.

All individuals involved in the recruitment process will review the selection criteria being used by them on a regular basis.

We will ensure that training, development and progression opportunities are available to all employees. Employees will be promoted on the basis of capability alone.

Terms and conditions of employment, and access to employment related benefits, shall be non-discriminatory.

Decisions on redundancy will be made using non-discriminatory selection criteria

We will apply any corrective or disciplinary action fairly and consistently.

Special responsibility for the practicable application of the Equal Opportunities Policy of Diamondpak Limited falls upon the Directors, Managers and Supervisors involved in the recruitment, selection, promotion and training of Employees.

REDRESS

The grievance procedure is available to any individual who believes they have suffered discrimination or been the victim of a breach of this policy. If the matter cannot be resolved informally, we would urge any such individual to pursue the matter by means of our grievance procedure.

MONITORING

We will monitor the progress of this policy. To do so we will review the employment records of all our employees on a periodic basis. Monitoring may in turn lead us to make changes to this policy in order to afford improved equality of opportunities for all applicant and employees. You will be advised of any such changes to this policy.