

EQUAL OPPORTUNITIES POLICY STATEMENT

It is the policy of Omega Windows Doors & Conservatories (hereafter 'Omega') that all persons shall have equality of opportunity for employment, training, development and advancement based on their qualifications and ability.

Omega will not tolerate any discrimination towards or against any person be it in recruitment, training, promotion or in any other way on the grounds of colour, race, creed, nationality, ethnic or national origin, gender, gender identity, marital status, sexual orientation, disability, class, appearance, responsibility for dependents, part time or shift workers.

No person is to be disadvantaged by the imposition of unreasonable conditions &/or requirements that cannot be justified.

Omega will monitor the operation of this Policy to ascertain how far it is achieving its objective.

Additionally, Omega will take all practical steps to ensure that:

- ✓ All employment decisions are based upon job-related considerations
- ✓ Human Resources and Personnel policies, practices & procedures within Omega reflect the objectives of the Equal Opportunities Policy
- ✓ All staff are aware of the Policy. To ensure this, this Policy Statement will be publicised & distributed throughout the organisation
- ✓ As and where appropriate, all staff will be provided with further guidance to ensure the effective implementation and maintenance of the Policy

Procedures for selection, training and promotion will be kept under constant review in order to ensure that individuals are considered solely on the basis of merit and ability.

Three main potentially disadvantaged groups have been identified:

- ✓ Ethnic Minorities - Omega will adhere to the Code of Practice produced by the Commission for Racial Equality (or its successors) and fulfil all its employment responsibilities laid down in the Race Relations Acts and any amendments thereto
- ✓ Women - The Company will fulfil all its employment responsibilities as laid down in statute by the Sex Discrimination Acts and will provide opportunities for the equal treatment of women in the full range of occupations in accordance with the Equal Opportunities Commission (or its successors) Code of Practice
- ✓ Disabled - Omega will fulfil all its employment responsibilities as laid down in the Disability Discrimination Acts

This Policy will be kept up to date, particularly as the Company's business changes in nature, size or scope. Finally, this Policy will be reviewed for continuing adequacy, suitability and compliance with acknowledged industry best practice at management review.

	Signature	Date
Managing Director		13.01.16
Process Manager		13.01.16