

**TITLE:**

**8. EQUAL OPPORTUNITIES POLICY**

**Policy Statement**

Jackson, Jackson and Sons Limited is committed to ensure that the talents and resources of employees are utilised to the full and that no applicant or employee receives less favourable treatment on the ground of sex, disability, marital status, sexual orientation, creed, social class, colour, race or ethnic origins or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance.

The Company recognises and reflects the positive contributions of men and women of different social backgrounds, cultures, religions, abilities and sexual orientation.

The Company aims to achieve its Equal Opportunity Policy by: -

- fulfilling its social responsibility towards its employees and learners and the communities in which it operates;
- recognising its legal obligations under the Race Relations Act 1976; Race Relations Act Amendment 2000; the Rehabilitation of Offenders Act 1974; Disabled Persons Acts 1944 and 1956; Disability Discrimination Act 1995; Human Rights Act 1998; Sex Discrimination Act 1975 and 1986 (including the Sex Discrimination (Gender Re-assignment ) Regulations 1999) and the Equal Pay Act 1970 (& 1986);
- reviewing periodically its selection criteria and procedures to maintain a system where individuals are selected, promoted and treated solely on the basis of their merits and abilities, which are appropriate to the job;
- seeking to give all Equal Opportunity and encouragement to progress within the organisation by implementing an ongoing action programme;
- distributing and publicising this policy statement throughout the organisation and elsewhere as is from time to time appropriate;
- providing facilities for any employee who believes that inequitable treatment has been applied to him or her within the scope of this policy to raise the matter through the appropriate grievance procedure; and
- where found necessary training will be provided for employees which will enhance their understanding of the need for an equal opportunity programme;

If after applying the Company procedures anyone is found committing an act of discrimination or harassment as explained above will be subject to Disciplinary Action.

**Scope of the Policy**

Advertising  
Managing  
Redundancy

Recruitment and Selection  
Promoting

Training and Development  
Discipline and Grievance

The policy also extends to the conduct of employees when attending work related functions and courses. Employees need to be aware that they are representatives of the Company at social events which are related to work.