

MARSTON'S TRADING LIMITED
EMPLOYEE POLICIES & PROCEDURES

EQUAL OPPORTUNITIES POLICY AND PROCEDURE

INITIAL ISSUE:

LAST REVISION: June 2003

Policy Statement

It is this organisations policy to treat all employees and job applicants in the same way regardless of their sex, sexual orientation, age, martial status, nationality, race, religious beliefs, origin, membership or none membership of a trade union, spent convictions or disability.

This organisation employs people for its best interest and knows that our objectives will best be met with employees who are skilled to the job in hand, enjoy their work, and are able to contribute. These talents and the contribution that everyone makes are recognised by the Company and this Equal Opportunities Policy supports this objective.

Thus decisions on recruitment, selection, training and promotion will be made on the basis of personal merit and the skills and personality needed best to perform the job. This policy applies to the advertisement of jobs, recruitment and appointment to them, training, promotions, conditions of work, pay and to every other aspect of employment.

The policy also applies to the treatment of our customers.

PROCEDURE

1. Responsibilities

This organisation is an Equal Opportunity employer. Equal opportunities is about good employment practices and efficient use of our assets, one of which is our employees. The Board requires that every employee takes personal responsibility for the implementation of this policy, and observes the relevant information.

- All employees : Must be aware of this policy and comply with it.
- Managers : Must also implement this policy.
- Directors : Ensure that they review when necessary, revise existing formal and informal procedures.
- Human Resources : Monitor the policy through full recording of selection and appointments and to advise the Board on terms and conditions of employment. In addition, employees leaving the Company may be interviewed, and there reasons for doing so assessed.

2. Discrimination Definitions

The company will not discriminate on the grounds of gender, marital status, ethnic origin, colour, nationality, disability, or other grounds of discrimination not prohibited by legislation such as sexual orientation, age etc.

Direct Discrimination: This can occur when a person is treated less favourably, on the grounds of gender, marital status, ethnic origin, colour, disability, nationality, (inc. citizenship).

Indirect Discrimination: This occurs when a requirement or condition may apply equally, but which disadvantages one group over another and can not be justified on objective grounds other than gender, marital status, ethnic origin, colour, disability, nationality.

Victimisation: This occurs if a person is given less favourable treatment than others are, because he/she has exercised his/her rights under this policy or the relevant legislation or supported another person in doing so.

Harassment: This is defined as any behaviour, deliberate or otherwise, directed at an individual, that is found to be offensive or objectionable to the recipient and that might threaten an employee's job security or create an intimidating environment or affects their dignity at work.

3. Recruitment and Promotion

Whenever possible job vacancies will be advertised and displayed on company notice boards.

Selection will be on the basis of qualification, skill and aptitude and all applicants will be given equal consideration. A job applicant's willingness and aptitude for training will be taken in to account.

Training in interviewing skills will be given to managers recruiting or appointing staff. These skills will be reviewed annually by your line manager. Staff involved in recruitment in particular should request training if they have any doubt about the application of this policy.

Any disability will only be taken into consideration where it has an impact on the applicant's ability to do the job. The Company will consider all reasonable measures to counter the impact of any disability.

4. Training, Promotion and Career Development

The Company encourages all employees to train in order to improve performance in their existing job and to realise their potential for promotion. Regular appraisals and performance reviews are carried out, and managers should discuss training with their staff.

Training in Equal Opportunities issues will now be included in induction courses and for those responsible for recruitment, selection and training. Appropriate training is available for all staff.

5. Terms & Conditions

Terms and Conditions are designed with Equal Opportunities in mind. Pay and benefits are reviewed regularly to ensure that they are all equitably offered. Part-time and job share opportunities will be considered. Secondments and placements will also be considered where appropriate.

6. Disability / Disability During Employment

Employees who are disabled or become disabled in the course of their employment should inform and may wish to advise the company of any “reasonable adjustments “ to their employment or working conditions which they consider necessary or which they consider would assist them in the performance of their duties. Careful consideration will be given to any proposal of this nature and, where reasonable and reasonably practicable such adjustments will be made.

7. Complaints

Should any employee feel that they have been discriminated against in any way, they should in the first instance discuss this informally with their manager. If this fails to resolve the problem the employee concerned should consider the use of the Company’s Grievance Procedure, which is detailed in the Company Handbook.

The Company believes that it is important that employee’s feel able to raise such grievances and no individual will be penalised for raising such a grievance unless it is untrue and made in bad faith.

If the use of the grievance procedure is not a practical option, the employee should contact a member of your Human Resources Department.

8. Discipline

Any employee who discriminates or harasses any other employee on the ground of race, sex or disability will be dealt with under the Company’s existing disciplinary procedures. In serious cases, such behaviour will be deemed to constitute gross misconduct and as such will result in summary dismissal in the absence of mitigating circumstances.

9. Summary

The Company will best succeed when there are shared objectives, and terms of employment which acknowledge the contribution employees make to the success of our enterprise. All employees of the company must take responsibility for creating a framework without discrimination for employing, promoting and rewarding all who work for the Company.

FUTURE AMENDMENTS

The Company reserves the right to amend this policy when the needs of the business or statutory requirements necessitate such action. Where collective bargaining arrangements exist the Company will consult the elected Employee Representatives prior to implementing such changes.