



## **EQUAL OPPORTUNITIES POLICY**

EPM Group is an equal opportunities employer.

In implementing the policy for Equal Opportunities, no job applicant or employee will receive less favorable treatment on the basis of race, colour, gender, disability, nationality or ethnic origin, marital status, sexuality, responsibility for dependants, religion, trade union activity or age.

All employees will be given an equal opportunity to progress within the company.

The policy will be regularly reviewed to ensure that it meets all lawful requirements.

The following actions will be implemented to ensure the policy is put into practice.

1. The recruitment, selection, training, promotion, discipline and dismissal of employees will be on the basis of merit and ability.
2. It is a disciplinary offence to victimize, discriminate or harass an employee.
3. Every reasonable step will be taken to ensure that the workplace is accessible and managed to suit the need of all employees.
4. All employees will be given every opportunity to know and understand this policy.
5. All vacancies will be advertised in the following way: -
  - a. Details to be placed on EPM Website
  - b. Advert to be placed on Internet based agency site.

All adverts are worded not to exclude and specific group.

All adverts will include a statement reference to Equal opportunities.

6. All matters relating to dismissal, grievance or dispute will be handled in accordance with our employee handbook, ensuring that all issues are dealt with uniformly avoiding acts of discrimination.



7. Our human resource manager will monitor, gender, disability and ethnic groups to ensure that under representation is avoided and any action required is taken to effect a positive change.

The named person below has overall responsibility for dealing with all issues relating to Equal Opportunities and will ensure that the properly implemented and periodically reviewed in accordance with relevant statutory provisions.

Name: NEIL DADY

Position: GROUP DIRECTOR

Date: 21<sup>st</sup> January 2008