



H.A. MARKS EQUAL OPPORTUNITIES POLICY

HA Marks is committed to a policy of equal opportunities regardless of the ethnic origin, religion, colour, sexual orientation, disability, political belief, age and membership or non-membership of a trade union (unless there shall be substantial justification for the treatment in question) of its employees and will not countenance or support unjustifiable acts of discrimination by any of our employees.

This policy applies to all stages of employment in HA Marks, including recruitment and selection, through to training, development and disciplinary procedures.

Any employee who harasses any other employee on the grounds of the above will be subject to the Company's disciplinary procedures.

In serious cases, such behaviour will be deemed to constitute gross misconduct and as such will result in dismissal in the absence of credible mitigating circumstances.

Therefore I will ensure that HA Marks will:

- Fulfil its social responsibility towards its employees and the communities in which it operates.
- Recognise its legal obligations under The Race Relations Act, The Sex Discrimination Act, The Equal Pay Act & the Disabled Persons Employment Act.
- Review 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.
- Seek to give all employees equal opportunity and encouragement to progress within the Organisation by implementing a positive action programme.
- Distribute and publicise this policy statement throughout the Company and elsewhere as is appropriate.
- Provide 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.
- Provide within the action programme, to all employees, training, which may improve their prospects within the Company and which will enhance employees' understanding of the need for an equal opportunity programme.

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- All employees have a responsibility to accept their personal involvement in the practical application of this policy but specific responsibility falls upon managers, supervisors and staff professionally involved in recruitment, employee administration and training.

Date: January 2021

Review Date: January 2022

Adrian Crowe MCIQB

Director

A handwritten signature in black ink, appearing to read "Adrian Crowe", written over a horizontal line.

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