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## **Equal Opportunity & Diversity Policy**

SMART is committed to the policy of treating all of its employees and job applicants fairly. No employee or potential employee shall receive less favourable treatment or consideration on the grounds of disability, race, colour, religion, nationality, marital status, ethnic origin, age, gender reassignment or sexual orientation.

SMART is committed to equality of opportunity and embraces Diversity because:-

- It reflects the values of the business
- The best people available are selected for positions on the basis of merit and ability
- Staff are offered the opportunity to develop and realise their potential and the most effective use of their abilities is applied
- SMART acts as a good employer, by conducting itself in a fair and equitable manner with employees and potential employees and thus deserves its good reputation in the areas in the market place
- SMART maintains a working environment free from harassment and intimidation
- The company accepts, as a minimum, the obligation to comply with appropriate employment legislation

### **Responsibilities**

- All directors and line managers see the benefits of a diverse workforce and have overall responsibility for ensuring equality of opportunity throughout the company.
- All employees have a duty to comply with the equality of opportunity policy, particularly those involved in the recruitment, selection, promotion and training of employees. All employees who have recruitment and selection responsibilities should familiarise themselves with the “Preventing Illegal Working” procedure under Section 8 of the Asylum and Immigration Act 1996.
- Managers have a responsibility to ensure that any reasonable adjustments are made as necessary in the event that a new recruit with a disability requires them.
- In the event that a fit and healthy employee becomes disabled which results in them being unable to fulfil their original job specification, every effort will be made by the management team to find suitable alternative employment within the business.
- The Operations Manager is responsible for maintaining the policy, procedures and guidelines for monitoring the effectiveness of the overall policy.

It is company policy not to discriminate directly or indirectly against persons in its employ, or against a person seeking employment with the company either on the grounds of colour, race ethnic or national origins, or on the grounds of sex, religious belief, disability, age, gender, marital status or sexual orientation. Any form of unlawful discrimination (which includes a person’s disability) in the recruitment of employees, or in the course of an employee’s employment with the company will not be tolerated, and may lead to dismissal. All employees should be aware that harassment in any form will not be tolerated and the company will not accept any liability for the licentious acts of anyone in the company’s employ. All forms of

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harassment, including bullying, will be regarded as gross misconduct, which, if proven, may lead to dismissal.

The management has the primary responsibility for the implementation of this policy by:

- Not discriminating in the normal course of employment against fellow employees or job applicants
- Not inducing or attempting to induce others to practice unlawful discrimination
- Bringing to the attention of fellow employees that they will be subject to disciplinary action if they fail to adhere to this policy

Employees have the responsibility to ensure that they assist the company in achieving this objective by:

- The employees, customers, suppliers or members of the public;
- Not discriminating in the course of their employment against fellow employees, customers members of not inducing or attempting to induce others to practice unlawful discrimination
- Reporting any discriminatory action to the managing director;
- Reporting any act of discrimination known to them

Employees who consider that they are a victim of unlawful discrimination should raise the issue through the grievance procedure.

Signed :

Date :

Name :

Position :