



TOTAL LAMINATE SYSTEMS

Equal Opportunities Policy

You need to be aware that the Company is committed to the principle of equal opportunity in employment.

Accordingly **and pursuant to the Equality Act 1996**, management will ensure that recruitment, selection, training, development and promotion procedures result in no job applicant or employee receiving less favourable treatment because of a protected characteristic i.e. race, colour, nationality, ethnic or national origin, religion or belief, disability, trade union membership or non-membership, sex, sexual orientation, pregnancy and maternity, gender reassignment, marriage/civil partnership, age or on the basis of being a part-time or fixed term worker.

The Organisations objective is to ensure that individuals are selected, promoted and otherwise treated solely on the basis of their relevant aptitudes, skills and abilities.

Management has the primary responsibility for successfully meeting these objectives by:

- not discriminating in the course of employment against employees or job applicants
- not inducing or attempting to induce others to practise unlawful discrimination; and
- bringing to the attention of employees that they will be subject to action under the Disciplinary Procedure for discrimination of any kind.

You can contribute by:

- not discrimination against fellow employees, clients, customers, suppliers or members of the public with whom you come into contact during the course of your duties
- not including or attempting to induce others to practise unlawful discrimination; and
- reporting any discriminatory action to Jakki Andrews, Director.

The successful achievement of these objectives necessitates a contribution from everyone and you have an obligation to report any act of discrimination known to you.

If you consider that you are a victim of unlawful discrimination you may raise the issue through the Grievance Procedure.

J A Andrews
Managing Director

Signed: _____
J Andrews

Date: 12th April 2023

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