

QUIBELL GROUP

The Group is an equal opportunity employer and is opposed to any form of discrimination on the grounds of sex, marital status, age, colour, race, nationality, ethnic origin, political or religious beliefs or disability.

All employees of the company, whether full-time, part-time or temporary will use their best endeavours to promote the observance of the Sex Discrimination Act 1975 and 1986, Equal Pay Act 1970, Race Relations Act 1976, 2000 and 2003 Disabled Persons Act 1945-58 and the Discrimination Act 1995, Fair Employment Act (NT) 1989, Employment Equality (Religion or Belief) Regulations 2003, Employment Equality (Sexual Orientation) Regulations 2003, Employment Equality Act (Age) Regulations 2006 and all subsequent amending legislation and undertake to observe as far as possible, to codes of practice approved by Parliament which cover equal opportunities in employment.

1. Definitions

- 1.1 **Discrimination:** In this policy it is defined as an act whereby the employer or one of the employees discriminates against another person in employment on the grounds of colour, race, nationality, ethnic origin, political or religious beliefs, or whether male or female, on the grounds of sex or marital status.
- 1.2 **Indirect Discrimination:** means the imposition of a requirement or condition which is applied or would be applied equally to persons not of the same sex or marital status but
- a) which is such that the proportion of persons of the same sex and marital status who can comply with it is considerably smaller than the proportion of persons not of that group who can comply with it;
 - b) which cannot be shown to be justifiable irrespective of sex, marital status, race, colour, or ethnic origin, of the person to whom it is applied;
 - c) which is to the detriment of the individual concerned because they are unable to comply with it.

2. Statement of Policy

The Quibell Group aim to ensure that no applicant or current employee receives less favourable treatment on the grounds of sex, race, colour, ethnic origin, nationality, marital status, disability, age, sexual orientation, political or religious beliefs and encompassed within that aim is the express wish that all individuals are to be selected, promoted and treated on the basis of their relevant skills by merit and ability.

3. Implementation, ethnic monitoring and review of the policy

- 3.1 D. Barnes, who is a Consultant to the company is designated as the Equal Opportunities Officer, (EOO), and will be responsible for implementing the company's policy.
- 3.2 The EOO will be responsible to and report to the Managing Director.
- The EOO shall deal with all routine enquiries relating to Equal Opportunities and will have the power to call a special meeting of the Directors to discuss any problems in respect of the day to day operation of the policy.
- 3.3 The EOO shall monitor the company's recruitment, employment, promotion, discipline and grievance procedures and copies of relevant documents must be provided to the EOO by staff on request.
- 3.4 The Company Secretary will provide statistical information in respect of employees and job applicants with reference to age, colour, race, nationality, ethnic origin, sex, marital status, grade (if employee) or position applied for (if job applicant) and job description.
- 3.5 The EOO will monitor the statistics provided by the Company Secretary to ensure equal opportunity is available to all groups.

Equal Opportunities



3.6 Details of all changes in staff responsibilities and promotion should be provided to the EOO together with the reasons for the change and information relating to any other member of staff who had shown interest or was being considered in respect of promotion and the reasons why they were not selected.

4. Training and Equal Opportunities Awareness

4.1 The EOO will ensure that all employees are aware of the company policy and their responsibility to make it effective.

4.2 All personnel involved in management, selection and dealing with the public shall be given training and guidance in the law and implementation of the company policy.

4.3 The EOO will establish training courses and make recommendations in respect of those staff to receive training.

5. Grievance and Discipline Procedures

Acts of discrimination, victimisation, harassment or bullying perpetrated by an employee of the company against other employees or clients will result in disciplinary action. This will also apply to employees who attempt to induce other employees to discriminate, victimise harass or bully. Failure to comply with or adhere to the Equal Opportunities Policy will be treated as a disciplinary offence.

The EOO will ensure that all employees are aware of their right to raise a grievance in respect of discrimination under the company procedure and the right of appeal.

6. Recruitment

6.1 The EOO will monitor all advertising to ensure that direct or indirect discrimination is not present. All advertisements relating to vacancies must state that the company is an Equal Opportunities employer.

6.2 Everyone who attends for an interview will be made aware of the Equal Opportunities policy operated by the company.

6.3 The EOO must monitor all job applications to ensure that the company does not discriminate on the basis of possible negative assumptions that individuals, because of their sex, race, colour, ethnic origin, national origin, marital status, disability, sexual orientation or age, political or religious beliefs. Examples of such assumptions might be:

- a) possess poor mental/physical ability;
- b) be unsuitable for the job because of a feeling that certain types of work are only suitable for a member of the opposite sex or of single status;
- c) possess limited career intentions;
- d) be unwilling to undertake training; or
- e) have limitations imposed by so-called traditional interests and experience.

7. Existing Practices, Policies and Procedures

The EOO will carry out statistical analysis of the present workforce and take action to redress any failure in Equal Opportunities that exists within the company.

8. Review of Policy

The EOO will place on the agenda for meetings the subject of the Equal Opportunities policy itself and analyse its performance against the statistics provided. In the event there is seen to be a failure of the Equal Opportunities Policy amendments will be made by the EOO.

9. Employers Obligations

The company requires all employees to take positive action to ensure that the Equal Opportunities Policy is effective. Before making a decision or taking action, consider what the implications are in respect of equality. For example, you must not:

- a) pay a different rate to men and women who do the same job;
- b) ask questions that only apply to one sex or a particular age or ethnic group when interviewing;
- c) give a job title that by implication may be considered discriminatory.

IF YOU ARE IN DOUBT ABOUT EQUAL OPPORTUNITIES AND HOW YOU ARE AFFECTED, CONTACT THE COMPANY'S EQUAL OPPORTUNITIES OFFICER