



Policy 004. Equal Opportunities



1. Introduction

ABL Group is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. This policy sets out the organisation's position on providing equality, fairness and respect for all in our employment, whether temporary, part-time or full-time.

This includes recruitment and promotion, areas such as pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

We aim to give guidance and encouragement to employees at all levels to act fairly and prevent discrimination on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

2. Statement of policy

- (a) It is the policy of ABL Group to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. The organisation is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment.
- (b) The organisation recognises that adhering to the Equal Opportunities Policy, combined with relevant employment policies and practices, maximises the effective use of individuals in both the organisation's and employees' best interests. ABL Group recognises the great benefits in having a diverse workforce with different backgrounds, solely employed on ability.
- (c) The application of recruitment, training, appraisal performance management and promotion practices to all individuals will be on the basis of job requirements and the individual's ability and merits.
- (d) All employees of the organisation will be made aware of the provisions of this policy.

3. Recruitment and promotion

- (a) Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.
- (b) Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated.
- (c) All vacancies will be posted on the Company web site, and will be made equally available to internal candidates
- (d) All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.
- (e) All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.

4. Employment

- (a) ABL Group will not discriminate on the basis of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity in the allocation of duties between employees employed at any level with comparable job descriptions.
- (b) ABL Group will make reasonable adjustments within the workplace that would help overcome practical effects of a disability.
- (c) All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

5. Training

- (a) Employees will be provided with appropriate training regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.
- (b) All employees will be encouraged to discuss their career prospects and training needs with their Line Manager or the HR Department.

6. Grievances and victimisation

- (a) ABL Group emphasises that discrimination is unacceptable conduct which may lead to disciplinary action under the organisation's Disciplinary Procedure.
- (b) Any complaints of discrimination should be pursued through the local manager and / or the Regional Managing Director.

This Policy Statement shall be made freely available to all interested parties.

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