



## EQUAL OPPORTUNITIES POLICY AND PRACTICE

This is a two-part document, providing a statement of policy followed by details of instructions to those involved with recruitment, selection and training.

### PART 1 – POLICY STATEMENT

1. Options Resourcing Ltd will take positive measures in respect of job applicants and employees/partners to ensure that there is no discrimination, either direct or indirect, overt or unintentional, in respect of conditions of service, personnel policies and procedures, etc. on the grounds of race, colour, gender, sex, marital status, disability, religion, age, creed, nationality, ethnic or national origins, social background or sexual orientation.
2. Options Resourcing Ltd recognises that it is good business practice to positively encourage the breakdown of barriers which exist where one group predominates, although selection of candidates or employees/partners for appointment, promotion and training will always be based on the merit and qualifications of the individual.
3. Options Resourcing Ltd recognises that an equal opportunities policy requires regular reinforcement and monitoring of its effectiveness and therefore:
  - The Directors will have responsibility for ensuring effective implementation of the stated policy.
  - Ensure that all personnel policies and procedures are regularly updated in the light of their practical application and that these policies and procedures include reference to equal opportunities.
  - Ensure regular consultation with staff to review progress and amendments to policy and procedures.
  - Ensure that all staff has their own copy of this Policy and all new staff are given a copy on arrival.
  - Ensure that direct or indirect discrimination does not occur during recruitment and other employment decisions and regularly monitor the ethnic records of job applicants and existing employees/partners.

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**Mr. P. Ingram - Director**