



Seath Rd Rutherglen Industrial Estate Glasgow G73 1RW

## Equal opportunities Policy

### Introduction

Sackmaker J&HM Dickson Ltd recognises it is essential to provide equal opportunities to all persons without discrimination. This policy sets out our position on equal opportunity in all aspects of employment (including recruitment) giving guidance and encouragement to employees at all levels to act fairly and prevent discrimination on the grounds of sex, race, marital status, part-time and fixed term contract status, age, sexual orientation or religion.

### Statement of policy

- (a) It is the policy of Sackmaker to ensure 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. We are committed to our legal obligations & positive promotion of equality of opportunity in all aspects of employment.
- (b) We recognise adhering to an Equal Opportunities Policy, combined with relevant employment policies and practices, maximises the effective use of individuals in both the Company and employees' best interests.
- (c) Recruitment & training policies will be on the basis of job requirements and the individual's ability and merits.
- (d) All employees of Sackmaker will be made aware of the provisions of this policy.

### Recruitment and promotion

- (a) Advertisements for posts will give accurate information to enable applicants to assess their own suitability for the post and will not restrict its audience in terms of sex, race, marital status, disability, age, sexual orientation or religion.
- (b) All vacancies will be circulated internally.
- (c) All descriptions for posts will include only requirements necessary for the effective performance of the job.
- (d) All selection will be thorough and 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.

### Employment

- (a) Sackmaker will not discriminate on the basis of sex, race, marital status, disability, age, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job descriptions.
- (b) Sackmaker will put in place reasonable measures or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.
- (c) All employees will be considered solely on their merits for career development and promotion.

### Training

- (a) Employees will be provided with appropriate training regardless of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.
- (b) All employees will be encouraged to discuss their career prospects and training needs with the management.

### Grievances and victimisation

- (a) Discriminatory conduct may lead to disciplinary action under the organization's Disciplinary Procedure.
- (b) Any complaints of discrimination must be pursued through the company's Grievance Procedure.

Alan Dickson Managing Director