

<b>Issue</b>	<b>5</b>	<b>Equal Opportunities Policy</b>	<b>Doc</b>	<b>POL007</b>
<b>Date</b>	<b>APR 22</b>		<b>Pages</b>	<b>1 of 2</b>

Optima Site Solutions Ltd is fully committed to the principle of equal opportunities in recruitment and employment and opposes all forms of unlawful or unfair discrimination including those on the grounds of:

- age
- disability
- ethnic or national origin
- HIV status
- marital status
- nationality (including citizenship)
- race
- religion
- sex
- sexual orientation
- 

Optima Site Solutions Ltd aims to treat all employees with dignity and respect and provide a working environment free from all discrimination. It will conduct its affairs at all times in a manner that is consistent with this aim.

Optima Site Solutions Ltd believes that it is in the organisations best interests, and of those that work in it, to ensure that the human resources, talents and skills available throughout the country are considered when employment opportunities arise.

To this end, within the framework of the law, Optima Site solutions Ltd is committed to achieving and maintaining, whenever practicable, a workforce which broadly reflects the entire country.

Every possible step will be taken to ensure that employees and job applicants are treated equally and fairly and that decisions on recruitment, selection, training, promotion, pay and career management are based solely on objective and job related criteria.

Criteria for dismissal, including redundancy, will be solely those consistent with the provisions of Optima Site Solutions Ltd Disciplinary and Dismissals Procedure and the Employment Stability Policy.

Optima Site Solutions Ltd will comply both with the spirit as well as the letter of legislation\*. The existence of law cannot of itself ensure that any policy of non-discrimination will work effectively - it is up to the Management, and employees themselves to promote equality of opportunity for everyone.

Individual employees, therefore, at all levels are responsible for ensuring that their own conduct, in the exercise of Optima Site Solutions Ltd affairs, is consistent with this equal opportunities policy. In particular they must not:

- discriminate against colleagues, other employees or job applicants, or harass them;
- induce, or attempt to induce, other employees to practice unlawful discrimination;
- victimise individuals who have made allegations or complaints of discrimination, or provided information about such discrimination.

Management and supervisors at all levels are expected to set an example in non-discriminatory behaviour and to ensure, as far as reasonably practicable, that employees act in accordance with this policy.

<b>Issue</b>	<b>5</b>	<b>Equal Opportunities Policy</b>	<b>Doc</b>	<b>POL007</b>
<b>Date</b>	<b>APR 22</b>		<b>Pages</b>	<b>2 of 2</b>

Optima Site Solutions Ltd supports the principle and use of monitoring to ensure the effective operation of the policy. The quality manager & HR manager will carry this out. All monitoring will respect the confidentiality of the individuals concerned.

Optima Site Solutions Ltd will treat seriously any breaches of this policy and all instances of actual, or alleged inappropriate behaviour, will be fully investigated and may be subject to Optima Site Solutions Ltd disciplinary procedures.

Grievances concerning discrimination will be investigated in accordance with Optima Site Solutions Ltd's normal Grievance Procedure.

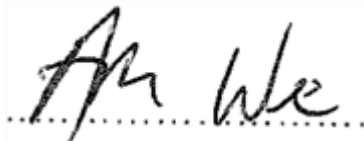
Optima Site Solutions Ltd will identify any scope for the provision of training and encouragement to assist in overcoming barriers to progression and appointment.

In order to achieve effective implementation of the policy, Optima Site Solutions Ltd will ensure that this Policy Statement is brought to the attention of all employees.

\* Legislative references

- The Sex Discrimination Acts 1975 and 1986
- The Race Relations Acts 1976
- The Disabled Persons (Employment) Acts 1944 and 1958
- Equal Pay Act 1970 and Equal Pay (Amendment) Regulations 1983

Signed



Antony Weir, Director

Date 16-MAR-22