

British Expertise Equal Opportunities Policy Statement

Equal Opportunities - British Expertise Policy and Procedure for Staff

British Expertise is committed to equality of opportunity in all its employment practices, policies and procedures. British Expertise will employ practices and procedures to ensure that all employees and potential employees are provided with equal employment opportunities.

No employee or other person shall receive less favourable treatment or consideration on the ground of their gender, racial group, marital status, disability, religion or belief, sexual orientation or age or any other unlawful criteria or circumstances.

Discrimination or harassment on any of these grounds is unacceptable and may be unlawful.

Selection and Recruitment

Selection and recruitment procedures will be designed to produce the best applicant for the job regardless of gender, racial group, marital status, disability, religion or belief, sexual orientation or age and will ensure that the structure, design and requirements of individual jobs and advertising is not unlawfully discriminatory. This Policy will be made known to applicants.

Training and Development

All relevant programmes will be designed and regularly reviewed to ensure that they support the Policy. All employees will have equal opportunities in respect of training and promotion.

Victimisation and Dismissal

The Equal Opportunities Policy ("the Policy") aims to ensure that no individual is victimised for complaining in good faith of unlawful discrimination or giving evidence about such a complaint. No employee should be unlawfully discriminated against by the manner in which and the reasons for which he/she is dismissed.

Breach of the Policy

Any act of discrimination or harassment against any person (whether or not a British Expertise employee) will be a disciplinary offence. British Expertise wishes to prevent sexual and racial harassment and will respond effectively to any complaint of sexual or racial harassment. If the Employee considers he or she has been discriminated against or harassed, the Employee should report the matter to anyone in authority he or she so wishes. As soon as an incident of harassment or discrimination has been reported, action will be taken to separate the Employee from the alleged offender, if necessary by suspension on full pay of the alleged offender until the complaint has been resolved. The complaint will be dealt with promptly, confidentially and with due care. An independent investigation will be carried out by a member of the Board of British Expertise appointed

by the Chairman, who will be given authority to handle the matter effectively and objectively.

Communication and Monitoring Implementation

The British Expertise Administration Committee will be responsible to the Board of Directors for implementation of the Policy; but all staff are responsible for applying it. Each staff member is legally obliged to ensure that he/she does not unlawfully discriminate or knowingly aid others to do so. A staff member may be held personally liable if he or she breaches this obligation. The Policy will therefore be communicated and promoted to all employees, and will be consistently and regularly evaluated and monitored.

British Expertise
23 June 2004