

D & A Systems Ltd.

Equal Opportunities Policy.

D & A SYSTEMS LTD. will:

Commit to the principal of equal opportunity for all, and ensure that employees, job applicants and individuals in receipt of our services are treated fairly and equally at all times, furthermore we will seek to prohibit improper discrimination of every type.

Ensure that all persons are treated fairly irrespective of their race, colour, nationality, ethnic or national origin, religion or belief, disability, trade union membership or non-membership, sex, sexual orientation, marital status, age, or being a part-time or fixed term worker.

Ensure that recruitment, selection, training, development and promotion procedures result in individuals being selected, promoted and otherwise treated solely on the basis of their relevant aptitudes, skills and abilities.

Create a positive and harmonious working environment which is free from harassment and bullying and in which every person is treated with respect and dignity.

Provide sufficient resources to meet the requirements of current legislation and aim to achieve the standards of 'Good Practice' applicable to our activities in relation to this policy.

Retain access to competent advice and assistance through the support of Croner Consulting, thereby ensuring that we are aware of relevant changes in legislation and 'Good Practice'.

Via the Directors of the Company, be responsible for ensuring the policy is implemented and maintained.

Ensure that the responsibilities of Managers and supervisors are allocated, understood, monitored and fulfilled.

Ensure that all company employees and our agents (sub-contractors etc) understand the policy and take steps to positively promote it.

Undertake Equal Opportunities/discrimination training with all Managerial and Supervisory staff who deal with recruitment, promotion, grievance and disciplinary matters.

Treat any complaint or grievance concerning Equal Opportunities/discrimination very seriously, and will fully investigate the matter. Appropriate action to rectify the matter will be taken, this if substantiated as unacceptable conduct may lead to disciplinary action under the disciplinary procedure.

Review and monitor the Equal Opportunities policy and procedures on an annual basis or as legislation dictates by the Directors of the company to substantiate its effectiveness.

Signed: 

Date: **5th November 2018**

Name: **Mr. Neil Robinson**

Position: **Managing Director**

Review Date **5th November 2019**