



Equal Opportunities Statement and Policy

1. Statement

Wernick Group is committed to building an organisation that makes full use of the different talents, skills, experiences and cultural perspectives available in a multi-ethnic and diverse society, where employees feel they are respected, valued and can achieve their potential.

Wernick Group will follow the recommendations from the Employment Statutory Code of Practice, of the Equality and Human Rights Commission, in their employment policies, procedures and practices.

2. Aim

The aim of the policy is to create an organisation that is free of unwanted conduct that violates the dignity of workers or creates an intimidating, hostile, degrading, offensive or humiliating environment and ensures that;

2.1 No one receives less favourable treatment on the grounds of;

- age
- being or becoming a transsexual person
- being married or in a civil partnership
- being pregnant or on maternity leave
- disability
- gender
- race including colour, nationality, ethnic or national origin
- religion, belief or lack of religion/belief
- sexual orientation

or is disadvantaged by any conditions, requirements, provisions, criteria, procedures or practices that cannot be justified against any form of discrimination or harassment, or instructed or put under pressure to discriminate against or harass someone on the above grounds.

2.2 Opportunities for employment, training and promotion are equally open to all candidates regardless of the above characteristics.

2.3 Selection for employment, promotion, transfer and training, including access to benefits, facilities and services will be fair and equitable and based solely on merit.

3. Standard Company Policy

This Policy applied to all aspects of employment from recruitment to dismissal and former employees' rights. We will take the following steps to put the Policy into practice and make sure that it is achieving its aim;

3.1 The Policy will be a priority for the Company.

- 3.2 John Jaggon, Finance Director will be responsible for the day-to-day operation of the Policy.
- 3.3 The Policy will be communicated to all employees and job applicants, and will be available on the Company's website.
- 3.4 Employees and any representatives will be consulted regularly about the Policy and about relation action plans and strategies.
- 3.5 All employees are made aware of their rights and responsibilities under the Policy and on how the Policy will affect the way they carry out their duties.
- 3.6 Managers and Employees in key decision-making areas will be trained on the discriminator effect that provisions, practices, requirements, conditions and criteria can have on some groups, and the importance of being able to justify decisions to apply them.
- 3.7 Complaints about discrimination or harassment in the course of employment will be regarded seriously, and if substantiated may result in disciplinary action and even dismissal. The complaints procedure is issued to all employees on joining the Group.
- 3.8 Opportunities for employment, promotion, transfer and training will be available and advertised internally and externally. All applicants will be welcome in line with this Policy.
- 3.9 All employees will be encouraged to develop their skills and qualifications, and to take advantage of promotion and development opportunities available within the Company.
- 3.10 Any selection criteria will be entirely related to the job or training opportunity.
- 3.11 We will make reasonable changes to overcome physical or non-physical barriers that make it difficult for employees with a disability to carry out their work.
- 3.12 We will take a flexible approach to working arrangements. We will consider request for changes carefully and objectively, accommodating them where possible.
- 3.13 The Company will take all necessary steps to ensure that employees are legally entitled to work in the UK, making sure that employees from outside the EU have permission to work here by checking the validity of documentations and keeping copies of them for two years after their employment has come to an end.

4. Equal Opportunities Monitoring

- 4.1 Information on the ethnic and racial background, gender, disability and age of each employee and job applicant for employment, promotion and training will be collected and analysed to monitor each stage of the recruitment process. The information will be held in the strictest confidence and will only be used to promote equal opportunity.
- 4.2 If the data shows that people from particular groups are under-represented in particular areas of work, lawful and positive action, training and encouragement may be considered to improve the chances of successfully applying for vacancies in these areas.
- 4.3 Grievances, disciplinary action, performance assessment and termination of employment for whatever reason may also be monitored, if necessary.
- 4.4 Requirements, conditions, provisions, criteria and practices will be reviewed regularly in light of the monitoring results and revised they are found to or could cause unlawful discrimination. We will also

regularly review advertising, recruitment and application material, along with our processes and this Policy.

4.5 The effectiveness of the Policy will be monitored annually by the Executive Board.

5. Contractors and Clients

5.1 All contracts between the Wernick Group and Contractors who supply goods, materials or services will include a clause prohibiting unlawful discrimination or harassment by Contractors and their employees. The clause will also encourage Contractors and potential Contractors to provide equality of opportunity in their employment practices.

5.2 Contractors and Clients will be made aware of the Policy and their right to fair and equal treatment, irrespective of race, colour, nationality, national or ethnic origins, sexual orientation, gender, religion, belief, disability or age.

5.3 Fair and equal treatment will be given to Clients and member of public by all employees.

5.4 The Company will investigate any complaints from employees that they are being harassed by a Customer for reasons linked to protected characteristics, and take suitable action to prevent further incidents.

6. References: Legislation

In the drawing up and review of this Policy, the Wernick Group recognise the requirements of the following Acts and Regulations;

- Working Time Regulations 1998
- Equality Act 2010.

7. Policy Approval and Review

7.1 This Policy has been endorsed by David Wernick, Chairman and has the full support of the Executive Board and the Management Teams.

7.2 The Policy was approved on 16th July 2007, following consultation with our employees and will be reviewed on an annual basis.

A handwritten signature in black ink, appearing to read 'John Jaggon', enclosed within a large, loopy oval shape.

John Jaggon
Finance Director