

EQUAL OPPORTUNITY POLICY

June 2018

Enquin Ltd are committed to 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
- Marital Status
- Nationality
- Race
- Religion or belief
- Gender / reassignment
- Pregnancy and maternity
- Sex and sexual orientation
- Political association or belief

Enquin Ltd aim 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. Michael Tully will be responsible for the day to day operation of the policy.

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. Opportunities for employment, promotion, transfer and training will be advertised widely, internally and externally, and all applicants will be welcomed, irrespective of race, colour, nationality, ethnic or national origins, gender, sexual orientation, disability, age, religion or belief.

Managers and key workers will be trained on the discriminatory effects that provisions, practices, requirements, conditions, and criteria can have on some groups, and the importance of being able to justify decisions to apply them.

Information on ethnic and racial background, gender, disability and age of each worker and application for employment will be collected and analysed to monitor each stage of the recruitment process. If data shows that people from particular groups are under-represented in particular areas of work, lawful positive action training and encouragement will be considered to improve their chances of applying successfully for vacancies.

We will make reasonable changes to overcome physical and non-physical barriers that make it difficult for disabled employees to carry out their work, and for disabled customers to access our premises.

In applying this policy, Enquin Ltd recognises its obligations under current legislation, in particular:

- Equality Act 2010
- Employment Rights Act 1996
- Employment Act 2002

Enquin Ltd will comply both in spirit as well as the letter of the above legislation's.

Enquin recognises that individual employees, at all levels are responsible for ensuring that their own conduct is consistent with this equal opportunities policy. In particular they must not:

- Discrimination 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 harassment of any nature, including lack of opportunity or promotion, or provided information of such acts;

We will ensure that third-party harassment (from such as clients or customers) is not allowed to affect the employees employment.

Enquin Ltd will treat seriously any breaches of this policy and all instances of actual, or alleged inappropriate behaviour, will be fully investigated and appropriate action taken.

In order to achieve effective implementation of the policy, Enquin Ltd will ensure that this Policy Statement is brought to the attention of all employees. It will be reviewed annually for effectiveness and adjusted as necessary. A report on progress will be produced each year for the annual review meeting and published via the internet, staff briefing meeting and notice boards.

This policy has been endorsed by Michael Tully and has the full support of the management team.

For Enquin Limited



Michael Tully
Managing Director

June 2018