

Equal Opportunities Policy

We are an equal Opportunity Employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, marital status, age, disability, race, religious belief, sexual orientation or political opinion or any other protected category nor should they be disadvantaged by conditions or requirements which are neither justified nor relevant to the job. Selection criteria and personnel procedures will be reviewed regularly to ensure that individuals are recruited, promoted and treated in all other ways purely on the basis of merit and ability to do the job for which they have applied.

It is the employer's policy to endeavour, on request, to alter an employee's working pattern so that breaks can be granted at times that coincide with his/her needs for religious observance. Alternatively, the employer will, where appropriate, endeavour to grant employees reasonable time off during working hours for religious observance insofar as this is possible and practicable, taking into account the needs of the business and whether or not such arrangements might cause disturbance or disruption to other members of staff and/or their work or work patterns.

However, where an employee requests time off at a particularly busy time or at a time when the employee's absence would otherwise cause difficulties for the business or his/her department, or where the amount of time off requested is unreasonable or excessive (taking into account the needs of the business), the employer reserves the right to refuse to grant some or all of any of the time off requested. The Employee must comply with the procedure for requesting time off which is set out in this handbook.

All employees, whatever their religion or belief, will be treated equally in respect of requests for time off for religious observance or requests for alterations to their working patterns for religious reasons.

In addition, it is the employer's policy to ask all employees, on a voluntary basis, to disclose their religion or belief to it so that any religious needs can be assessed, and fair consideration given to what facilities and arrangements it might reasonably provide for staff. While no employee is obliged to disclose his/her religion, belief or religious practices to the employer, employees are encouraged to do so for this reason.