

Equal Opportunities Policy

1. Statement of Policy

The aim of this policy is to communicate the commitment of the Board of Directors/Senior Management Team to the promotion of equality of opportunity in Walker Miller & Co Ltd.

It is our policy to provide employment equality to all, irrespective of:

- gender, marital or family status
- religious belief or political opinion
- disability
- race or ethnic origin
- nationality
- sexual orientation
- age

We are opposed to all forms of unlawful and unfair discrimination. All full-time and part-time employees and job applicants (actual or potential) will be treated fairly and selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.

We recognise that the provision of equal opportunities in the workplace is not only good management practice, but it also makes sound business sense. Our equal opportunities policy will help all employees to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

We are committed to:

- preventing any form of direct or indirect discrimination or victimisation
- promoting equal opportunities for women and men
- promoting equal opportunities for people with disabilities
- promoting equal opportunities for ethnic minorities
- promoting a good and harmonious working environment where all men and women are treated with respect and dignity and in which no form of intimidation or harassment will be tolerated
- fulfilling all legal obligations under the relevant legislation and associated Codes of Practice
- taking any necessary positive/affirmative action, including setting goals and timetables
- breaches of our equal opportunity policy and practice will be regarded as misconduct and could lead to disciplinary proceedings.

2. Implementation

The Director has specific responsibility for the effective implementation of this policy. Each director, manager and supervisor also has responsibilities and we expect all of our employees to abide by the policy and help create the equality environment which is its objective.

In order to implement this policy, we will ensure that:

- The policy is communicated to all employees, through induction training, management training, team briefings, displays on notice boards and made known to job applicants.
- Managers and supervisors are aware of their responsibilities through appropriate and regular training.
- An equal opportunities programme will be developed and will include a range of initiatives, indicating where appropriate affirmative/positive action, with targets and timetables.
- Consultation will take place with employee representatives on the implementation of this policy and any amendments.
- Adequate resources are made available to fulfil the aims of this policy.

3. Monitoring and Review

The provision of equality of opportunity between women and men, irrespective of ethnic background or disability, will be monitored through the collection and analyses of statistical data on the community background, ethnic background, sex, marital status, family status and status as a disabled person of all full-time and part-time employees and job applicants. We will also monitor our workforce composition and undertake periodic reviews as required.

Progress on the implementation of this policy and any equal opportunities programmes will be reviewed annually in consultation with employee representatives. A joint employer/employee equal opportunities committee will be established for this purpose.

5. Complaints

Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the agreed procedures. A copy of these procedures is available from the Director. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

These internal procedures do not replace or detract from the rights of employees to pursue complaints under current age, sex, race relations or other anti-discrimination legislation.

Every effort will be made to ensure that employees making complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.

Signed:

January 2009

Director