

## EQUAL OPPORTUNITIES POLICY

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## **1 Introduction**

Valpak believes that people are its greatest asset, and it is therefore important that all employees are treated in a fair and consistent way.

The Equal Opportunities Policy plays an important role in achieving our aim of being a business in which equality of opportunity is a reality and in which every individual can seek, obtain and continue employment without unfair discrimination.

The policy and commitment applies to:

- All current employees
- New job applicants
- Customers and suppliers
- All visitors to our premises

All employees have a part to play in achieving our aim and Valpak will ensure that all are aware of their personal responsibility to follow and support the Equal Opportunities Policy.

This policy has been devised on the basis of advice from relevant bodies as well as in consultation with appropriate colleague representatives.

## **2 Purpose of the Policy**

To ensure that all individuals are treated equally and on their individual merit and are not discriminated against because of their sex, sexuality, race, religion, nationality, ethnic origins, colour or creed, marital/civil partnership status or disability, nor face unwarranted discrimination on the grounds of age.

## **3 Objectives of the Policy**

To ensure that Valpak has access to the widest labour market and secures the best employees according to business needs. Ensure that no applicant or employee receives less favourable treatment, and that, wherever possible, they are given the help they need to attain their full potential to the benefit of Valpak and themselves.



Whilst the emphasis of this policy is on the treatment of employees, the principle of creating an environment that roots out discrimination applies equally to the treatment of customers, suppliers, and all other people with whom Valpak deals.

#### **4 Vacancy Advertising**

Wherever possible, all vacancies will be advertised internally and, if necessary, externally simultaneously. There may be a limited number of occasions when, for clear business reasons, appointments will be made without the normal open recruitment process taking place. This will be the exception rather than the norm.

#### **5 Selection and Recruitment**

Selection criteria (job specification) will be kept under constant review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job. Wherever possible, more than one person must be involved in the selection interview and recruitment process.

#### **6 Responsibility of the Policy**

We encourage any employee who believes that they have been unfairly treated at work because of their sex, sexuality, race, religion, nationality, ethnic origins, colour or creed, marital/civil partnership status or disability, or on grounds of age, to discuss their concerns as soon as possible with their Line Manager or directly with the HR Manager.

This policy is important to us as an organisation that values its employees. If an individual fails to comply with this policy, such conduct is likely to be regarded as gross misconduct. This would render the individuals concerned liable to disciplinary action, ultimately in their dismissal from the Company.