

EQUAL OPPORTUNITIES POLICY

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This policy has been approved & authorised by:

Name: Steve Gough
Position: Chief Executive Officer
Date: 23 August 2016
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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
- prospective employees
- customers and suppliers
- 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.

Valpak is therefore committed to providing fair, equal opportunities and a non-discriminatory working environment.

2 Purpose of the Policy

To ensure that all individuals are treated equally and on their individual merit and are not discriminated against directly or indirectly on grounds of age, sex, race, disability, pregnancy, marital status, sexual orientation, gender reassignment, religious background or any other unjustifiable condition.

To ensure that no applicant, prospective employee 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, such as:

- An equal chance to apply and be selected for posts pre-employment
- An equal chance to apply for opportunities, be promoted or be trained whilst employed by the business
- An equal chance to have their employment terminated equally and fairly



Whilst the emphasis of this policy relates mainly to 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

In all staff appointments the best candidate for the role will be appointed based on the set selection criteria appropriate to the role. When external candidates are being considered for a role CV's will be provided blind wherever possible during the early stages of the selection process. These processes will be kept under review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective selection of the right candidate for the opportunity. 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 age, sex, disability, pregnancy, marital status, sexual orientation, gender reassignment, religious background or any other unjustifiable condition to discuss their concerns as soon as possible with their Line Manager or directly with the Director of HR.

All complaints of discrimination made by employees, prospective employees, customer and suppliers will be investigated in accordance with the company's grievance, complaints or disciplinary procedure, as appropriate and the complainant will be informed of the outcome in line with these procedures.

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.