

# Amalgamate

## Equal Opportunities Policy

## Version Control

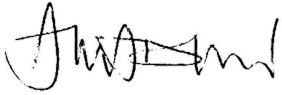
This policy will be reviewed at least on an annual basis and signed and dated on review.

Ref:	Amendments	By	Date
1_01	Created	KG	Thursday, 23 June 2016
2_01	Issued	KG	Thursday, 23 June 2016
2_02	Re-formatted and minor amendments	AM	Monday, 5 December 2016
2_03	Reviewed and re-issued	KG	15 November 2017

## Authorisation

I, the responsible person as listed below, authorise the use of this policy, and have signed and dated it.

Signed on behalf of Amalgamate - Safety Risk Management Limited:

A handwritten signature in black ink, appearing to read 'Allan MacDonald', written in a cursive style.

Allan MacDonald  
Managing Director  
Wednesday, 15 November 2017

Contents

Statement.....5

Introduction.....6

Equality Commitments.....6

Implementation.....7

Monitoring and Review .....7

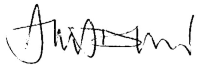
Complaints .....7

## Statement

Amalgamate believes that all people should be treated fairly, equally, and with respect. We are opposed to discrimination on the grounds of gender, ethnicity, sexuality, disability, age or other characteristics; and aim to maintain a workplace which values individual difference, and prevents acts of bullying, abuse or discrimination.

We ensure that our workplaces and processes ensure that individuals are not directly or indirectly disadvantaged on any of the above grounds. This includes the areas of recruitment, selection, and terms and conditions of employment, including pay, promotion, and training. We will regularly review our processes to ensure that individuals are selected, promoted and otherwise treated according to their relevant individual abilities and merits.

The overall responsibility for the policy lies with our Director, Allan MacDonald; but all employees are required to comply with the policy and act in accordance with its objectives so as to remove any barriers to equal opportunity. Any act of discrimination, or failure to comply with the terms of the policy, will result in disciplinary action.



Allan MacDonald - Director

## Introduction

The aim of this policy is to communicate the commitment of the management team to the promotion of equality of opportunity in the company. We recognise that there is a statutory duty under law, to implement an equal opportunities policy, and are committed to the principles and practice of equality. This policy applies both to applicants for employment and our employees.

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

- gender identity, including gender reassignment
- marital or civil partnership status
- having or not having dependents
- religious belief or political opinion
- race (including colour, nationality or ethnicity)
- disability
- sexual orientation
- age

We are opposed to all forms of unlawful and unfair discrimination. All employees of the organisation will be treated fairly and will not be discriminated against on any of the above grounds. Decisions on recruitment, promotion, training or any other benefit will be made objectively, without unlawful discrimination, and based on aptitude and ability.

We firmly believe that the provision of equal opportunities in all our activities benefits our company. Our equal opportunities policy will help employees to develop their full potential, and the talents and resources of our employees will be utilised fully to maximise the effectiveness of Amalgamate as a company.

## Equality Commitments

We are committed to:

- promoting equality of opportunity for all people;
- promoting a good and harmonious learning environment in which all people are treated with respect and dignity, and in which no form of intimidation or harassment is tolerated;
- preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation;
- fulfilling all our legal obligations under the equality legislation and associated codes of practice; and
- complying with our own equal opportunities policy and associated policies
- taking lawful affirmative or positive action, where appropriate.

Breaches of our equal opportunities policy will be regarded as misconduct and could lead to disciplinary action.

## Implementation

The Director has specific responsibility for the effective implementation of this policy. We expect all employees to abide by the policy and help to create the equality-conscious environment which is its objective.

In order to implement this policy we shall:

- Communicate the policy to employees by issuing information to all existing and new employees;
- Endeavour through appropriate training to ensure that we will not consciously, or unconsciously discriminate in the selection or recruitment of applicants for employment;
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into roles and responsibilities of nominated persons;
- Incorporate equal opportunities notices into general communications practices e.g. announcements, annual report at annual general meeting, notices and newsletters;
- This policy will be communicated to all employees at least once on an annual basis; and
- Ensure that adequate resources are made available to fulfil the objectives of the policy

## Monitoring and Review

We will establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy. The effectiveness of the equal opportunities policy will be reviewed regularly (at least annually), and action taken as necessary.

## 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 Managing Director. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

Every effort will be made to ensure that employees who make 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.

Complaints from members of the public will be dealt with under agreed procedures (a copy of these procedures is available from the Managing Director).