

### **EQUAL OPPORTUNITIES POLICY**

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#### **Aim and Objective**

- 1.1 It is BEST's policy to ensure that the talents and resources of all employees / learners are utilised to the full and that no job applicant or employee / learner receives less favourable treatment on the grounds of gender, sexual orientation, religion or belief, disability, marital status, creed, age, social class, colour, race or ethnic origin or is disadvantaged by conditions or requirements, which cannot be shown to be relevant to performance.

#### **Policy**

To this end BEST Ltd will:

- 2.1 Fulfil its social responsibility towards its employees / learners and the communities in which it operates.
- 2.2 Recognise its legal obligations under the Race Relations Act, the Sex Discrimination Act, the Equal Pay Act, Human Rights Act, Employment act, Employment equality (sexual orientation) regulations, Employment equality (religion or belief) regulations Article 13 of the Amsterdam Treaty and the Disability Discrimination Act. Support staff awareness through training.
- 2.3 Review periodically its selection criteria and procedures to maintain a system where individuals are selected, promoted and treated solely on the basis of their merits and abilities which are appropriate to the job.
- 2.4 Seek to give all employees / learners equal opportunity and encouragement to progress within the organisation or planned training programme, by implementing the ongoing action plan.
- 2.5 Distribute and publicise this policy throughout the organisation and elsewhere as appropriate.
- 2.6 Provide facilities for any employee / trainee, who believe that unequal treatment has been applied to him or her within the scope of this policy, to raise the matter through the appropriate disciplinary and grievance procedure.
- 2.7 Provide within the action plan to all employees / learners, training which may improve their prospects within the organisation and which will enhance employees' understanding of the need for a commitment to ensure that subcontractors are aware of the organisation's Equal Opportunities policy and agree to adhere to it.
- 2.8 The organisation will put in place a monitoring process which enables them to monitor and review their management information against the performance targets.
- 2.9 The organisation will take action or seek guidance to target specific groups where under representation is identified.



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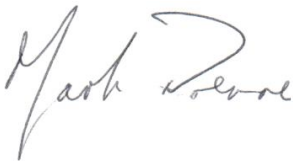
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#### **Scope**

- 3.1 This policy will apply to all aspects of employment including recruitment and selection processes, opportunities for training and promotion and terms and conditions of service.

#### **Responsibility**

- 4.1 The overall responsibility for the monitoring of the effectiveness of this policy and for implementing an ongoing programme of action to make this policy fully operational is vested in the Chief Executive.
- 4.2 It is the responsibility of all employees / learners to accept their personal involvement in the practical application of this policy although specific responsibility falls upon management, supervisors and staff professionally involved in recruitment, employee administration and training.



Dr Mark Brenner  
Chief Executive  
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