

Integrated Management System	Standard(s):	ISO 9001:2015		Clause:	5.2
Document Title:	Equal Opportunities Policy			HENRY COMMS LIMITED	



Equal Opportunities Policy Statement

The aim of this policy is to communicate the commitment of Henry Comms Limited to the promotion of equality of opportunity within the business.

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

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants
- Religious belief or political opinion
- Race (including colour, nationality, ethnic or national origins, being an Irish Traveller)
- Disability
- Sexual orientation
- Age

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds.

Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

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

To ensure that the Policy is translated into reality the Company will take active steps to eliminate discrimination and harassment, to reduce the effects of past discrimination and to promote equality in employment. This will be achieved by:

- Ensuring all employees are aware of the existence of the Policy and Codes of Practice produced under this policy.
- Providing the necessary encouragement, guidance and training to all employees to implement the policy.
- Ensuring all existing and potential employees are aware of their rights and responsibilities under the law.
- Ensuring that mechanisms exist for the continuous monitoring of the effectiveness of this policy.
- Developing good employment and personnel practices in pursuit of the Policy, including areas such as recruitment selection and progression, training and development, terms and conditions of employment, disciplinary, harassment and grievance procedures.
- Ensuring that the Equal Opportunities Policy is implemented at all levels and in all locations within Henry Comms Limited
- Ensuring that Contracts of Employment require employees to comply with the Company's Policy on Equal Opportunities and that failure to comply will be a disciplinary matter which could involve dismissal.

Signed:		Mr. Andrew Jackson
February 2019	Managing Director – Henry Comms Limited	