

Equal Opportunities Policy

Print4UK Limited 2011

Statement of policy

The aim of this policy is to communicate the Directors' commitment to promoting equality of opportunity in Print4UK.

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

1. Gender, including gender reassignment
2. Marital or civil partnership status
3. Having or not having dependants
4. Religious belief or political opinion
5. Race (including colour, nationality, ethnic or national origins, including being an Irish Traveller)
6. Disability
7. Sexual orientation
8. Age

We are opposed to all forms of unlawful and unfair discrimination. We will treat all job applicants, employees and others who work for us fairly, and will not discriminate on any of these grounds. We will make decisions about recruitment and selection, promotion, training or any other benefit 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 those who work for us to develop their full potential.

Scope of Equal Opportunities Policy

This policy applies to all those who work for Print4UK, and specifically applies to the following groups or categories:

1. Job applicants and potential applicants
2. Employees
3. Contract workers
4. Agency workers
5. Trainee workers and students on work experience or placements
6. Volunteer workers
7. Former employees

Equality commitments

We are committed to:

1. Promoting equality of opportunity for all persons
2. Promoting a good and harmonious working environment in which all persons are treated with respect
3. Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
4. Fulfilling all our legal obligations under the equality legislation and associated codes of practice
5. Complying with our own equal opportunities policy and associated policies, taking lawful affirmative or positive action, where appropriate
6. Regarding all breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings

This policy is fully supported by senior management.

Implementation

The Directors have specific responsibility for implementing this policy effectively, and we expect all our employees to abide by the policy and help create the environment which is its objective.

In order to implement this policy we will:

1. Communicate the policy to employees, job applicants and relevant others (such as contract or agency workers)
2. Incorporate specific and appropriate duties in respect of implementing the Equal Opportunities Policy into job descriptions and work objectives of all staff
3. Provide equality training and guidance as appropriate
4. Ensure that those who are involved in assessing candidates for recruitment or promotion will be trained in nondiscriminatory selection techniques
5. Incorporate equal opportunities notices into general communications practices (eg, staff newsletters, intranet)
6. Obtain commitments from other persons or organisations, such as subcontractors or agencies, that they too will comply with the policy in their dealings with our organisation and our workforce.
7. Ensure that we make adequate resources 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.

We will review at least annually the effectiveness of our Equal Opportunities Policy. Where monitoring identifies an under-representation of a particular group or groups, we will develop an action plan to address the imbalance.

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. We will deal with all complaints of discrimination seriously, promptly and confidentially.

In addition to our internal procedures, employees have the right to pursue complaints of discrimination to an industrial tribunal or the Fair Employment Tribunal under the following anti-discrimination legislation:

1. Sex Discrimination (Northern Ireland) Order 1976, as amended
2. Disability Discrimination Act 1995, as amended
3. Race Relations (Northern Ireland) Order 1997, as amended
4. Employment Equality (Sexual Orientation) Regulations (Northern Ireland) 2003
5. Fair Employment and Treatment (Northern Ireland) Order 1998, as amended
6. Employment Equality (Age) Regulations (Northern Ireland) 2006
7. Equal Pay Act (Northern Ireland) 1970, as amended

However, we will normally require employees wishing to make a complaint to a tribunal, to raise their complaint under our internal grievance procedures first.

We will make every effort to ensure that employees who make complaints will not be victimised. We will deal with any complaint of victimisation seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.

We will review this policy on a regular basis.

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