

# Avisami Equal Opportunities Policy

## Policy

It is the policy of Avisami Ltd to make all employment decisions based upon the applicant's ability, experience and qualifications without regard to age, sex, race, colour, sexual orientation, ethnic origin, religion or belief, disability or marital status. Avisami Ltd values the benefits a diverse workforce can bring.

Individuals will be selected, promoted and employment decisions will be taken on the basis of their relevant aptitudes, skills, and abilities. Employees will be encouraged to take advantage of suitable opportunities for training and advancement, where appropriate.

Avisami Ltd is committed to the terms of the Code of Practice for the elimination of racial discrimination, the promotion of equality of opportunities in employment, the elimination of disability discrimination and to a continuing programme of action to make this policy fully effective.

Avisami Ltd embraces diversity as a practical contribution to its business success. Equality and diversity have a crucial role on two levels. At an interpersonal level; in determining how people relate to each other and build relationships in the work place and at the managerial level; enabling managers to encourage diversity and the positive role that this plays in the success of Avisami Ltd as a business and employer.

## Procedure

Avisami Ltd is committed to its Diversity and Equal Opportunities Policy and all employees are required to co-operate with its efforts to ensure that the policy is implemented in full.

## Monitoring

All employees and job applicants will be asked to complete a form denoting their sex, race and ethnic origin and any disabilities. Avisami Ltd guarantees that this information will be used only for the purpose of complying with its legal obligations and of monitoring the effectiveness of its Diversity and Equal Opportunities Policy.

## Positive Action

The composition of the workforce and of job applicants will be monitored on a regular basis. Should inequalities become apparent, positive action may be taken to redress the imbalance, including such measures as:

- advertising jobs in ethnic or female interest publications in addition to those publications more commonly used, as appropriate;
- introducing assertiveness training;
- encouraging under represented groups to apply for suitable training

..in order to encourage job applications from under-represented groups.

## Discipline

Any employee, who discriminates against or harasses any other employee on the grounds of age, sex, race, colour, sexual orientation, ethnic origin, disability, religion or belief or marital status will be subject to Avisami's disciplinary procedure. Such behaviour may be deemed to constitute gross misconduct and may result in summary dismissal.

## Grievances

Any employee or job applicant who believes he or she has received less favourable treatment on the grounds of age, sex, race, colour, sexual orientation, ethnic origin, disability, religion or belief or marital status is asked to bring their concerns to the attention of the person responsible and ask them to stop the offensive behaviour. If it would be inappropriate to raise it with the person concerned, or the problems is not resolved by being raised with them, employees should make a complaint under Avisami's Grievance Procedure.