

EQUAL OPPORTUNITIES POLICY

Dr. Sauer & Partners Limited is an equal opportunities employer. It is the Company's policy to treat all employees and job applicants fairly and equally regardless of their sex, sexual orientation, marital status, race, colour, nationality, ethnic or national origin, religion, membership/non membership of a trade union, age or disability. Further the company will ensure that no requirement or condition will be imposed without justification, which could disadvantage individuals on the above grounds.

The policy applies to recruitment and selection, terms and conditions of employment including pay, promotion, training, transfer and every other aspect of employment.

The Company will regularly review its procedures and selection criteria to ensure that individuals are selected, promoted and otherwise treated according to their relevant individual abilities and merits.

The Company is committed to the implementation of this policy and to ensure that the policy is, and continues, to be fully effective. The overall responsibility for the policy lies with the management, however all staff are expected to comply with the policy and to act in accordance with its objectives to remove any barriers to equal opportunities.

RESPONSIBILITIES

All Employees

- Each employee is responsible for ensuring their own behaviour does not have a negative impact on others.
- Whilst an employer can be held liable in law for acts of discrimination committed by employees, so too can individual employees be held personally liable in laws for acts of discrimination which they commit, authorise, contribute to, or condone.
- Specifically, employees should be aware that the following acts are unlawful:
- Discrimination in the course of employment against fellow employees or job applicants in job, transfer or promotion applications
- Inducing, or attempting to induce other employees or managers to practise unlawful discrimination
- Indulging in verbal or physical sexual, racial and disability related harassment or bullying of a nature, which is known, or should be known, to be offensive to the victim
- Victimising individuals who have made allegations or complaints of discrimination or harassment previously or who have provided information relating to another person's claim
- To co-operate with measure to ensure equal opportunities.

Managers

- To ensure that all employees are aware of their responsibilities under the policy.
- To encourage and motivate the best possible contribution from each member of their team, regardless of each individual's personal circumstances.

Management

- To oversee the introduction, operation and monitoring of the policy.
- To ensure the provision of appropriate training and guidance material.

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COMPLAINTS

- An employee, who feels he/she is subject to any discriminatory behaviour or action whether it is direct or indirect, will have immediate access to the Grievance Procedure. Direct discrimination will be treated as a disciplinary matter and will be dealt with under the Disciplinary Procedure.

MONITORING

- To facilitate monitoring on a Company-wide and a local basis, information on the sex and ethnic origin of existing employees and job applicants must be collated. Data collected for the purpose of monitoring the Equal Opportunity Policy will be used solely for that purpose. The designated person or department will undertake monitoring.

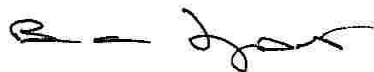
RECRUITMENT

- Recruitment should be, as far, as is reasonably practicable, based on a job description, which will show the criteria against which the recruitment will be carried out.
- Candidates for vacancies whether internal or external will normally be sought through open advertisements unless overriding business circumstances makes this impracticable.
- Application forms and interview records should be retained for a reasonable period after completion of a recruitment campaign to ensure that a detailed response can be given to those rejected candidates who challenge the fairness and objectivity of the recruitment process.

TRAINING AND DEVELOPMENT

- All employees required to select staff should undergo appropriate training in the Company policy and the law.
- Training opportunities will be made available to all employees throughout the group regardless of their personal circumstances.

Signed:



Brian Lyons

Managing Director, Partner

Dr. Sauer & Partners Limited [01 January 2022]