

Equal Opportunities

General

The Danwood Group Ltd is committed to the policy of equal treatment of all employees and applicants for employment. The policy aims to ensure that no employee or applicant receives less favourable treatment on the grounds of gender or race. All our employees adhere to this general principle and to the codes of practice issued by the Equal Opportunities Commission and the Commission for Racial Equality.

Specifically, discrimination is prohibited in:

- a) treating any individual on grounds of sex, colour, marital status, race, nationality, ethnic origin, sexual orientation, disability or age less favourably than others;
- b) victimisation of an employee;
- c) harassment of an employee (which for the purposes of this policy is regarded as discrimination);
- d) any other act which has as its effect the disadvantaging of an employee or applicant against another or others, purely on the above grounds.

In all cases where those who supervise or manage employees are required to make judgements between them (disciplinary matters, training, promotion etc), merit, experience and skills must be considered as objectively as possible.

Danwood commits itself to the immediate investigation of any claims of discrimination or harassment. Any employee found guilty of discrimination will be instructed to desist. As discrimination in its many forms is against Danwood's policy, any employee will be dealt with under the disciplinary procedure and repetition of discriminatory acts may lead to dismissal.

Danwood is committed to the employment of disabled people wherever possible and will treat such employees, in aspects of their recruitment and employment, in exactly the same manner as other employees, the difficulties of their disablement permitting. Assistance will be given wherever possible regarding access to the workplace and in career progression.

In the event that any employee feels he or she has suffered discrimination in any way, the company's grievance procedure should be used and the complaint raised, in the first instance, with his or her manager. If the complaint is against the employee's own supervisor/manager, a confidential application should be made to Jill Daniels, HR Director. Until a hearing is arranged complaints should be kept confidential.

Ethnic monitoring

In order to ensure compliance with Danwood's Equal Opportunities Policy, and commitment to avoiding discrimination in any form, applicants will be required to state their ethnic origin as part of the recruitment process.

Details are taken of all applicants and the reasons are stated for selection and non-selection at each stage. The HR Director monitors the recruitment process to ensure that objective selection criteria are maintained and that discrimination is avoided at all times.

Anti-harassment

Danwood requires every employee to respect every other employee. Harassment or victimisation for whatever reason is entirely unacceptable and, if proved, will be treated as gross misconduct.

Disabled employees

We wish to treat those with a disability, as far as possible, in exactly the same manner as able-bodied applicants and employees. Employees are expected to assist those with disabilities generally and should inform the Personnel Manager or HR Director of any ideas on how our procedures and facilities can be tailored to assist the employment of people with disabilities.