
Equal Opportunity and Diversity Policy Statement

It is the Company's policy to treat all job applicants and employees in the same way, regardless of their sex, sexual orientation, age, race, ethnic origin, creed, disability or Religion.

Procedure

The company is an equal opportunity employer. Equal opportunity is about good employment practices and efficient use of our most valuable asset, our employees. Every executive manager and employee has personal responsibility for the implementation of the policy. Any instance of doubt about the application of the policy, or other questions, should be addressed to Personnel, as should any requests for special training.

The company will not discriminate on grounds of sex, sexual orientation, religion and belief, marital status, ethnic origin, colour, nationality, disability or age.

The policy applies to the advertisement of jobs, recruitment and appointment to them, training, conditions of work, pay and to every other aspect of employment. The policy also applies equally to the treatment of our customers/clients. Staff involved in recruitment in particular should request training if they have any doubt about the application of this policy.

Employees should note that the imposition of a condition or requirement which has an adverse impact on someone, because his or her sex, race or marital status is more likely to be affected by it, will also be unlawful unless it can be justified on grounds of business need. In all such situations Personnel should be consulted.

Employees who are disabled or become disabled in the course of their employment should inform and may also wish to advise the company of any "reasonable adjustments" to their employment or working conditions which they consider would assist them in the performance of their duties. Careful consideration will be given to any proposals of this nature and, where reasonable and reasonably practicable such adjustments will be made. There may however be circumstances where it will not be reasonable or reasonably practicable for the company to accommodate those proposals and where less favourable treatment may be justified in accordance with the statutory provisions.

Any member of staff may use the grievance procedure to complain about discriminatory conduct. If the matter relates to sexual or racial harassment or harassment on the basis of disability, then the grievance may be raised directly with Personnel. The company wants to ensure that staff feel able to raise such grievances and no individual will be penalised for raising such a grievance unless it is untrue and made in bad faith.

Discipline

Any employee who harasses another employee on the grounds of age, race, ethnic origin, creed, disability or Religion will be subject to the organisation's disciplinary procedure. In serious cases, such behaviour will be deemed to constitute gross misconduct and, as such, may result in summary dismissal in the absence of mitigating circumstances.

**James Copperwait**

CEO

Focus Group Logistics Ltd

14 December 2018