



## **Equal Opportunities Policy**

The Ord Group Ltd is an Equal Opportunity Employer. The organisation has a policy that no job applicant or employee will receive less favorable treatment on the grounds of colour, race, nationality or national or ethnic origin, disability, sex, gender reassignment, marital status, age, sexual orientation, religion or belief, or is disadvantaged by any other condition or requirement that is not essential for carrying out the job. The effectiveness of the Company will only be improved by developing the skills and abilities of all employees and this policy aims to achieve this objective.

Entry into the organisation and progression will be determined solely by the application of objective criteria, personal performance and merit. As a result, recruitment and other employment decisions and procedures will be monitored and reviewed and, where necessary, they will be changed to ensure that everybody is treated fairly. Where there is under-representation of particular groups, the circumstances will be investigated and, where appropriate, practical measures taken to remedy the situation.

Eliminating discrimination and providing equality of opportunity depends on the personal commitment of all employees, who therefore have a responsibility for the implementation of the policy. To ensure that the line managers and other relevant decision makers understand the organisation's policy and their position in law, appropriate training and guidance is provided.

Direct or indirect discrimination, including bullying, harassment or victimisation is not tolerated. Deliberate failure to observe the requirements of this policy will be subject to disciplinary action through the organisation's Disciplinary Procedures.

The Director has the specific responsibility for applying this policy and is accountable for its implementation. Any employee who believes that they are being treated unfairly in any way associated with this policy is entitled to raise the matter through the Grievance Procedure. The policy applies to all employees of Ord Group Ltd.

This policy is brought to the attention of all employees and reviewed at least annually.

**Signed:**

**Managing Director**

**Date: July 2022**