

Equal Opportunities Policy

Laser Lines Ltd is committed to building an organisation that makes full use of the talents, skills, experience, and different cultural perspectives available in a multi-ethnic society, and where people feel they are respected and valued, and can achieve their potential regardless of race, colour, nationality, national or ethnic origins. Laser Lines Ltd will follow the recommendations of the CRE's statutory *Code of Practice on Racial Equality in Employment* in all its employment policies, procedures and practices.

The aims of this policy are to ensure that:

- No one receives less favourable treatment, on grounds of race, colour, nationality, or ethnic or national origins, or is disadvantaged by any conditions, requirements, provisions, criteria, procedures or practices that cannot be justified on non-racial grounds, or victimised for taking action against racial discrimination or harassment, or instructed or put under pressure to discriminate against, or harass, someone on racial grounds;
- The organisation is free of unwanted conduct that violates the dignity of workers or creates an intimidating, hostile, degrading, offensive or humiliating environment;
- Opportunities for employment, training and promotion are equally open to candidates from all racial groups; and
- Selection for employment, promotion, transfer and training, and access to benefits, facilities and services, will be fair and equitable, and based solely on merit.

This policy applies to all aspects of employment, from recruitment to dismissal and former workers' rights. We will take the following steps to put the policy into practice and make sure it is achieving its ends.

- The policy will be a priority for the organisation.
- Sandra Hall, Managing Director, will be responsible for the day-to-day operation of the policy.
- The policy will be communicated to all workers and job applicants, and will be placed on the organisation's intranet.
- Workers and their representatives will be consulted regularly about the policy, and about related action plans and strategies.
- All workers will be trained on the policy; on their rights and responsibilities under the policy, and on how the policy will affect the way they carry out their duties. No one will be in any doubt about what constitutes acceptable and unacceptable conduct in the organisation.

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Registered No. 05179769 England. Registered Office: Beaumont Close | Banbury | Oxon | OX16 1TH. VAT Registration No. GB 915 7430 25



- Managers and workers in key decision-making areas will be trained on the discriminatory effects that provisions, practices, requirements, conditions, and criteria can have on some racial groups, and the importance of being able to justify decisions to apply them.
- Complaints about racial discrimination or harassment in the course of employment will be regarded seriously, and may result in disciplinary sanctions, and even dismissal. The complaints procedure will be published in a form that is easily accessible.
- Opportunities for employment, promotion, transfer and training will be advertised widely, internally and externally, and all applicants will be welcomed, irrespective of race, colour, nationality or ethnic or national origins.
- All workers will be encouraged to develop their skills and qualifications, and to take advantage of promotion and development opportunities in the organisation.
- Selection criteria will be entirely related to the job or training opportunity.
- Information on the ethnic and racial backgrounds of workers and applicants for employment, promotion and training will be collected and analysed, to monitor each stage of the recruitment process. The information will be held in strictest confidence and will only be used to promote equality of opportunity and prevent unlawful racial discrimination.
- If the data show that people from a particular racial group are under-represented in particular areas of work, lawful positive action training and encouragement will be considered for workers and others from that group, to improve their chances of applying successfully for vacancies in these areas.
- Grievances, disciplinary action, performance assessment, and terminations of employment, for whatever reason, will also be monitored by racial group.
- Requirements, conditions, provisions, criteria and practices will be reviewed regularly, in the light of the monitoring results, and revised, if they are found to, or might, discriminate unlawfully on racial grounds.
- All contracts between Laser Lines Ltd and contractors to supply goods, materials or services will include a clause prohibiting unlawful racial discrimination or harassment by contractors and their staff, and by any sub-contractors and their staff. The clause will also encourage contractors and potential contractors to provide equality of opportunity in their employment practices.
- An equal opportunities action plan will be drawn up, with racial equality targets and timetables, to show what steps the organisation plans to take to achieve equality of opportunity.
- The effectiveness of the policy and the plan will be monitored regularly.
- Customers and clients will be made aware of the policy, and of their right to fair and equal treatment, irrespective of race, colour, nationality or ethnic or national origins.

This policy has been endorsed by Sandra Hall (Managing Director) and has the full support of the management/board.

The policy was approved on 10th January 2016, following consultation with senior managers, workers and workers' representatives. Overall responsibility for the effectiveness of this policy lies with Sandra Hall.

All staff are responsible for familiarising themselves with this policy. Managers must also make sure their workers know about, and follow, the policy.

For further information, please contact:

Sandra Hall, Managing Director, Laser Lines Ltd., Beaumont Close, Banbury, Oxon OX16 1TH.

A handwritten signature in black ink, appearing to read 'SE Hall', written in a cursive style.

Sandra Hall
Managing Director

January 2019