

## **EQUAL OPPURTUNITIES POLICY**

---

### **General**

The purpose of this policy statement is to emphasise the commitment of West Lancashire Group to securing fair and equal consideration of applications by persons to be employed by the company and fair and equal treatment of persons who are so employed. The statement affirms that both management and employees rigorously pursue the objectives and principals set out in the statement and be committed to promoting equality of opportunity and fair participation within the board.

It is company policy that all eligible persons will have equal opportunity of employment and advancement in the board, irrespective of perceived religious belief, political opinion, gender, marital status, age, disability or race. Selection for employment and advancement will be on the basis of ability, qualifications and aptitude to carry out the duties of the post.

There will be no unlawful discrimination direct or indirect or unfair discrimination against any person in recruitment, training, promotion, or in any other way.

All employees should be aware of the various forms that such discrimination can take, guard against them and avoid any action that might influence others to discriminate unlawfully.

This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, managers, staff and sub-contractors. West Lancashire Group Ltd strictly prohibits the use of modern slavery and human trafficking in our operations and supply chain. We have and will continue to be committed to implementing systems and controls aimed at ensuring that modern slavery is not taking place anywhere within our organisation or in any of our supply chains. We expect that our suppliers will hold their own suppliers to the same high standards.

### **Unlawful Discrimination**

Unlawful discrimination means acting in such a way as to place at a disadvantage or treat unlawfully any individual because of factors which are irrelevant in any aspect of the employment relationship.

Direct discrimination means treating a person less favourably on the grounds of religion, political opinion, gender, marital status, age, disability, or race or any other criterion which is not relevant or justified in law.

Indirect discrimination occurs where a requirement or condition which is not relevant or justified in law is applied equally but is of such a nature as to be unfavourable for particular groups in that a considerably smaller proportion of the group can comply with it.

Victimisation means treating a person less favourably because they have made or intend to make a complaint or have assisted an individual Employee in asserting their rights under the Fair Employment, Sex Discrimination, or Equal Pay legislation.

Individuals have a legal right to make a complaint without prejudice to their existing, potential or future employment opportunities

Harassment means any behaviour, deliberate or otherwise which is offensive to an individual or group and which may threaten an employee's job security or create an intimidating work environment.

There are more subtle and unconscious forms of unlawful discrimination which may not easily be identified. These may result from general assumptions about the capabilities, characteristics and interests of particular groups or individuals which influence the way in which they are treated. They may also take the form of applying conditions or requirements, without considering whether they operate disproportionately to the disadvantage of particular groups.

### **Recruitment, Promotion and Training**

As an Equal Opportunity Employer, West Lancashire Group will endeavour to reach the widest possible labour market. Public advertisements will not indicate, or appear to indicate, an intention to discriminate in selection for recruitment, promotion or training. Nothing will be stated which might be interpreted as reflecting any form of discrimination.

A short statement promoting the company's Equal Opportunities Policy will be included in all advertisements.

### **Career Development**

Employees will be given equal opportunities in training and development to enable them to acquire necessary skills and give them the opportunity to achieve their full potential.

### **Monitoring**

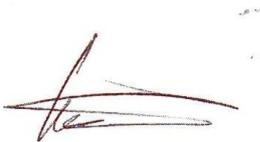
The composition of, employees, applicants or employment and appointees will be monitored on the basis of gender, marital status, age perceived religious affiliation and disability to measure the effectiveness of this policy. Monitoring provides an objective view on the existence and progress of equality of opportunity.

### **Disability**

We do not discriminate against any employee and act in accordance with the Equality Act 2010. We endeavour to adhere to these regulations by not placing employees with a disability at a disadvantage.

When recruiting, we will employ the best suited person for the job. If a person with a disability meets all the selection criteria, we will without discrimination make it possible for them to apply in the same way as anyone else.

Signed



Mr. K. O'Toole (Managing Director)  
30 October 2019