

EQUAL OPPORTUNITY POLICY

Policy Statement

Ian Farmer Associates seeks to employ a workforce which reflects the diverse community at large because the Company values the individual contribution of people irrespective of sex, age, marital status, disability, sexuality, race, colour, religion, ethnic or national origin.

All employees will be treated with dignity and respect. Ian Farmer Associates will use its best endeavours to provide a working environment free from unlawful discrimination, harassment or victimisation on the grounds of sex, age, marital status, disability, sexuality, race, colour, religion, ethnic or national origin.

Ian Farmer Associates recognises its legal obligations under the Race Relations Act, Sex Discrimination Act, Equal Pay Act, Disabled Persons Act, Disability Discrimination Act, Employment Equality (Sexual Orientation) Regulations, The Employment Equality (Religion or Belief) Regulations and Employment Equality (Age) Regulations.

Ian Farmer Associates undertakes to review periodically its selection criteria and procedures to maintain a system where individuals are selected, promoted and treated solely on the basis of their merits and abilities.

Ian Farmer Associates will not tolerate acts which breach this policy and all instances of such behaviour or alleged behaviour will be taken seriously, fully investigated and may be subject to the disciplinary procedures of the Company. Ian Farmer Associates further seeks to give all employees equal opportunity and encouragement to progress within the organisation by implementing a positive action plan.

If an existing employee becomes disabled Ian Farmer Associates will make every effort to retain him or her within the workforce whenever reasonable and practicable.

Whenever reasonably practicable to do so Ian Farmer Associates will install in existing premises facilities for people with disabilities. Whenever Ian Farmer Associates invests capital in new or refurbished premises every reasonable effort will be made to provide for the needs of staff and customers with disabilities.

Ian Farmer Associates will provide the necessary arrangements to all employees where English is not their first language.

The Company undertakes to distribute and publicise this policy statement to all employees and elsewhere as from time to time appropriate.

Any employee who believes that they may have been subjected to treatment which breaches this policy may raise the matter through the grievance procedure of the Company.

The undersigned is responsible for formulating, implementing and revising the policy on an annual basis.

Signed 

K. O. Marsh
Managing Director

Revised: May 2011
Date of next Revision: May 2012