



## **EQUAL OPPORTUNITIES POLICY**

Drivers Training UK is an Equal Opportunity Employer. This means that the Company's established Policy is to ensure that no unlawful discrimination occurs, either directly or indirectly, against any person on the grounds of colour, sex, marital status, race, religion, nationality or ethnic or national origin.

Direct discrimination is treating a person on one or more of these grounds less favourably than others are or would be treated in the same or similar circumstances.

Indirect discrimination is applying a requirement or condition which, although applied equally to all persons, is such that a substantial proportion of a particular group could not comply with it and which cannot be shown to be justifiable.

Discrimination by victimisation is also recognised as unlawful.

Furthermore, the Company recognises that employees of all racial groups have a right to equal opportunity. This Policy of equal opportunity and treatment will apply whenever the Company is recruiting, transferring, promoting, assessing performance, disciplining, or offering training or other opportunities for advancement.

It is recognised that the principal responsibility for providing equal opportunities in employment rests with the Company. Each employee and Manager is required to be familiar with, and to implement, this Company Policy and is urged to comply at all times not only with the letter but with the spirit of Equal Opportunity Legislation and Codes of Practice.

It is the responsibility of each Manager within the Company to ensure that his or her treatment of employees, and the decisions and approach taken within their own sphere of operations are devoid of discriminatory practices.

The individual responsible for overseeing and checking upon the satisfactory implementation of this Policy is Vincent Shambrook who is empowered to thoroughly investigate, and if appropriate redress, any identified or claimed discriminatory incident or practice.

The Board of Directors will give full backing to this Policy and will support all those who endeavour to carry it out.

**Signed:** **Training Manager**

**Print Name: Vincent R Shambrook**

**Date 9<sup>th</sup> October 2013**