

# **C&G Services (Europe) Ltd**

## **Policy Statement on Equal Opportunities**

C&G Services (Europe) Ltd is committed to a policy of equal opportunity in its services and employment practices.

The aim of the policy is to ensure that no client, employee or job applicant is less fairly treated because of age, gender, marital status or civil partnership, race, disability, sexual orientation, religious belief, maternity/paternity rights, carer responsibility, spent convictions or other conditions not justified in law or relevant to the provision of service or, performance of the job.

All clients, employees and potential employees will be given equal opportunity in service provision, work opportunities and training, where appropriate, to advance their careers.

C&G Services (Europe) Ltd recognises the importance of securing the co-operation of staff and will review the implementation and further development of the policy.

### **Legal Requirements**

It is C&G Services (Europe) Ltd's policy to meet the provisions and the requirements of the Sex Discrimination Act 1975, Race Relations Act 1976, the Employment Act 1990, Disability Discrimination Act 1995 and the Human Rights Act 1998, *The above Commissions are now replaced by the Commission for Equality & Human Rights (CEHR)*, which make it unlawful for an employer to discriminate directly or indirectly on the grounds of Trade Union membership/non membership, race, gender, age, sexual orientation, religious belief or disability. In addition, the Company will not discriminate directly or indirectly under the provisions of the Equal Pay Act 1970, and the Rehabilitation of Offenders Act.

In order to implement this policy effectively C&G Services (Europe) Limited will have due regard to the guidance given in:

- I. The Equal Opportunities Commission's Code of Practice
- II. The Commission for Racial Equality's Code of Practice
- III. Disability Rights Commission Act 1999
- IV. The Employment Department Training Agency's Code of Good Practice
- V. The Education and Employment Department Code of Practice. (now the DIUS)

And subsequent changes in law as applicable

## **Implementing the Policy**

### **Responsible Officer**

The Managing Director will have overall responsibility for the Equal Opportunities Policy for the Company. This officer will ensure that the policy is understood and implemented at all levels within the Company. Copies of this document will be available to all staff and the officer will arrange for the implications of the policy and the obligations, which fall on all employees, to be properly explained to them.

### **Employee Practices**

C&G Services (Europe) Ltd will continue to examine its service provision, selection and appointment process, personnel procedures and training provisions so as to ensure the elimination of direct or indirect discrimination and the provision of equality of opportunity.

There will be regular reviews to maintain good service and employment practices and those engaged in the service provision and selection process will be made aware of the Equal Opportunities Policy, the Acts and their personal liability to law.

### **Publicising the Policy**

C&G Services (Europe) Ltd will demonstrate to clients, employees, potential applicants and to the public at large that it is an equal opportunities employer.

### **Monitoring the Policy**

C&G Services (Europe) Ltd has accepted that it will be necessary, in order to demonstrate the effectiveness of the policy, to monitor the service provision, selection and appointment process and the make-up of the workforce. The Company further accepts that the policy has to be continually reviewed in order to maintain its effectiveness, to that end the policy will be reviewed by the Senior Management Team on an annual basis.

**Signed: Robert Oldmeadow**

**Managing Director**

**Date: 02 January 2008**