



## Equal Opportunities Policy

APEM Limited will comply with any legislation and statutory guidance which governs its responsibilities as an employer and its wider social responsibilities. APEM recognises that discrimination on any grounds is unacceptable and will take steps to ensure that no job applicant, employee or anyone with whom APEM employees come into contact with is discriminated against either directly or indirectly on the grounds of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability.

APEM will adopt the following measures to ensure that:

- All recruitment and selection processes will be fair and undertaken by staff who are familiar with their legal obligations. They will adopt selection criteria which are related to the job and which lead to decisions which do not discriminate, whether consciously or unconsciously;
- Any advertising of roles will be consistent with good practice to attract a wide group of candidates and which does not result in potential candidates feeling that their application would not be considered fairly;
- All APEM employees are made aware of the need to behave in such a way that they do not consciously or unconsciously discriminate against colleagues so that no APEM employee feels under threat or intimidated;
- Promotions will be made on merit and not influenced by any discriminatory attitudes;
- Specific senior staff will receive training in the application of this policy to ensure that they are aware of its contents and so that they are able to deal promptly with any complaints under this policy;
- Information is collated to support the effective monitoring of this policy. This will include classification of all applicants and current employees, recording of decisions about recruitment and promotion, and monitoring of any complaints made;
- APEM employees will also be made aware that when working with clients they should behave in such a way that they do not display any conscious or unconscious discrimination.

Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.

**Signed**

A handwritten signature in black ink, appearing to be 'Adrian Williams', with a horizontal line extending to the right.

**Adrian Williams (Managing Director)**

**Reviewed: 16/06/2021**

Revision	Date	Approved by	Comments
5	24/06/2020	Adrian Williams	Next Review: June 2021
6	16/06/2021	Adrian Williams	Next Review: June 2022