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## Equal Opportunity Policy

Bishop's Move recognises that equal opportunities for all employees to have a fair and equal chance of developing their abilities and realising their expectations and potential. The aim of this policy is to ensure that no employee or prospective employee is discriminated against, whether directly or indirectly on the grounds of

- Sex
- Sexual orientation
- Age
- Marital status
- Disability
- Race
- Colour
- Ethnic or national origin
- Religion or religious belief
- Disadvantage by conditions
- Requirements which cannot be shown to be justifiable

### Responsibility

Bishop's Move's Chief Operating Officer has overall responsibility for the implementation, monitoring and review of the Company's Equal Opportunity Policy.

### Management and Supervision

All managers and supervisors have a responsibility to ensure that their staff are made aware of their obligations and ensure that any problems are brought to the attention of the Human Resources Department.

### Employees

Employees have a duty to accept their personal responsibility for the practical application and promotion of this policy. In particular, individual employees will be required to co-operate with the implementation of the policy and measures introduced by management to ensure equal opportunity and non-discrimination.

### Monitoring

Human resource operating methods and selection criteria are continually reviewed and monitored to ensure that, at every point where decisions are made about individuals – their selection, promotion, training, treatment, remuneration and other conditions are consistent with this code of practice.



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## **Disciplinary Offence**

Any employee who is found to discriminate against another employee or potential employee on the grounds listed above will be guilty of a disciplinary offence. They will therefore be dealt with in accordance with the Company's disciplinary procedure.

In certain circumstances an offence of this nature may constitute gross misconduct, resulting in summary dismissal.

## **Grievance Procedure**

Any employee or prospective employee who believes he or she has received less favourable treatment on the grounds listed above should instigate a complaint under the Company's grievance procedure.

**Alistair Bingle**

A handwritten signature in black ink, appearing to read "Alistair Bingle", written over a white background.

**Chief Operating Officer**