

Williams Medical Supplies Equal Opportunities Policy

Williams Medical Supplies Ltd aims to be an equal opportunities employer and has a policy for this purpose. The objectives of the Equal Opportunities Policy is to:

- Ensure that the company has access to the widest labour market.
- Ensure that no applicant or employee receives less favourable treatment, and that, wherever possible, they are given the help they need to attain their full potential to the benefit of the company and themselves.
- Achieve an ability-based workforce, which is in line with the working population mix in the relevant market areas.
- Ensure all clients of Williams Medical Supplies receive consistently high standards of service and treatment whilst in our care.
- Provide facilities and access to training and development for all employees regardless of religion, gender, age, ethnic origin, disability or sexual orientation.

The co-operation of all employees is essential for the success of this policy, however, ultimate responsibility for achieving the policy's objectives, and for ensuring compliance with the relevant acts of parliament as well as the various codes of practice, lies with the directors. Behaviour or actions against the spirit and letter of the laws on which this policy is based will be considered serious disciplinary matters and may, in some cases, lead to dismissal.

This policy covers all aspects of employment, from vacancy advertising, selection, recruitment and training to conditions of service.

To ensure this policy is operating effectively (and for no other purpose) the company will review employees' and applicants' racial origins, religion, gender and disability. Ongoing monitoring and regular review of such provide the basis for appropriate action to eliminate unlawful direct and indirect discrimination and promote equality of opportunity.

The company's long-term aim is that the composition of our workforce should reflect that of the community. When recruiting for vacancies and promoting training opportunities, special steps, as permitted by the relevant acts of parliament, will be taken to help disadvantaged and/or under-represented groups to compete for such on a genuine basis of equality.

Directors are responsible for the effective operation of the company's equal opportunity policy. A copy of the policy is available in the staff handbook & Intranet

ADVERTISING VACANCIES AND TRAINING OPPORTUNITIES

- a. Wherever possible all vacancies will be advertised simultaneously internally and externally.
- b. Steps will be taken to ensure that knowledge of vacancies and training opportunities reach under-represented groups - both internally and externally.

- c. Wherever appropriate vacancies will be notified to job centres, careers offices, schools, colleges, universities etc, with significant minority groups as well as to minority press/media and organisations.

SELECTION AND RECRUITMENT

- a. Selection criteria (job description and employee specification) will be kept under constant review to ensure they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.
- b. Wherever possible more than one person will be involved in the selection interview and recruitment process and all should be aware of the company's equal opportunity policy.
- c. Reasons for selection of applicants for vacancies will be recorded.

POSITIVE ACTION – TRAINING, PROMOTION AND CONDITIONS OF EMPLOYMENT

- a. Under-represented groups will be encouraged to apply for training and employment opportunities with the company.
- b. Wherever possible special training will be provided for such groups to prepare them to compete on genuinely equal terms for jobs and promotion, however, recruitment to all posts will be strictly on merit.
- c. Wherever possible efforts will be made to identify and remove unnecessary/unjustifiable barriers and provide appropriate facilities and conditions of service to meet the special needs of disadvantaged and/or under-represented groups.

PERSONNEL RECORDS

- a. In order to ensure the effective operation of the equal opportunities policy (and for no other purpose) a record will be kept of all Williams Medical employees and job applicants' gender, racial origins and disability.
- b. Where necessary employees will be able to check their own record of these details, otherwise access to this information will be strictly restricted.

The company has employment policies in place in line with current legislation. These are regularly reviewed and monitored to ensure effectiveness. All company policies are designed to promote good practice and ensure fair and equal treatment of all new and existing employees of Williams Medical Supplies.

Employees of Williams Medical Supplies will receive a contract of employment outlining terms and conditions of employment and details of policies and procedures. All employees will receive a full and comprehensive induction programme.

ACTION TO IMPLEMENT POLICIES

In order to ensure policies are put into practice in the day to day operation of the business Williams Medical Supplies will review current practice, policies and procedures and ensure

the following action plan containing explicit, measurable and achievable objectives and targets is implemented.

- Training and guidance will be provided for key decision makers.
- The existing workforce will be monitored as well as the application and effects of the policy.
- Procedures for recruitment, selection, promotion and training Williams Medical Supplies employees will be monitored and reviewed.
- Procedures for resolving grievances about unfair discrimination and harassment will be reviewed.
- Flexible working practices will be adopted wherever possible and appropriate.
- Facilities for and access to training will be reviewed.
- All policies are reviewed on a regular basis.
- Every effort will be made to adopt good practice wherever practicable.

Williams Medical Supplies policies will be reviewed/formulated in line with legislation and directives as outlined below:

- Time Off for Dependants - 15 December 1999
- Parental Leave - 15 December 1999
- Maternity Leave Regulations - Amended 30 April 2000
- Part-time Work Regulations - 1 July 2000
- Disciplinary and Grievance Procedures - Amended 4 September 2000
- Trade Union Recognition - 6 June 2000
- Working Time Regulations - 1 October 2000
- Stakeholder Pensions - must be in place April 2001
- Sexual Orientation – December 2003
- Employment Equality (Sexual Orientation) – December 2003
- Employment Equality (Religion or Belief) – December 2003
- Employment Equality (Age & Maternity) April 2006

This policy is fully supported by the Directors. All employees are responsible for playing their part in achieving its objectives.