

**AADVARK****DISCRIMINATION & EQUAL OPPORTUNITY STATEMENT**

Under the Sex Discrimination Act 1975, Race Relations Act 1976, Equal Pay Act 1970 and Disability Discrimination Act 1995, we acknowledge and are committed to ensuring that an employee has the right not to be discriminated against in recruitment, selection, training or employment on the grounds of sexual orientation, nationality, race, religion, ethnic origin, spent criminal convictions, marital status, age, disability or trade union membership and therefore Aadvark will be committed to being an Equal Opportunity Employer.

Discrimination can be either : Direct – where a person treats one person less favourably than he would treat someone else : this could be treated as harassment (see QS263) or Indirect – where a condition is applied with which a particular group of people would be less able to comply.

No job applicant or employee will receive less favourable treatment than another on racial or disability grounds.

Where an applicant or employee has a disability, the Company will do its best to make adjustments to the post so that the person can be accommodated.

No applicant or employee will be placed at a disadvantage by requirements or conditions which have a disproportionately adverse effect on his or her racial group and which cannot be shown to be justifiable on other than racial grounds.

AADVARK will pay due regard to this policy when considering :-

- Recruitment
- Employment 'Terms & Conditions'
- Decisions about Promotions
- Training Opportunities
- Delivery / Service
- Transfer / Redundancies

Any alleged discrimination must be brought to the immediate attention of a Company Supervisor or Manager who in turn will report to Head Office where it will be dealt with promptly under the Aadvark Group Grievance and Disciplinary Procedures where legal proceedings on grounds of discrimination must be taken to an Industrial Tribunal within three months of the incident taking place.

Signed :  .....

Date 18/5/08 .....

May 2008

This policy statement will be reviewed and amended accordingly at Management Review Meeting in Jan / Feb each year.