

VIAMED Ltd

Company Personnel Manual

Section 17. Equal Opportunities

Policy

The company is committed to providing equal opportunities in all aspects of employment, particularly recruitment, promotions and training.

The company will not tolerate discrimination on any of the following grounds:

- By treating an individual on grounds of sex, colour, marital status, race, nationality or ethnic or national origin, less favourably than others.
- By expecting an individual, on the above grounds, to comply with requirements for any reason whatsoever, related to their employment, which are different to the requirements for others.
- By victimisation of an employee.
- By harassment of an employee.
- By imposing work that is more onerous, on one employee than on others, or;
- By any other act, or omission of an act, which has as its effect, the disadvantaging of an employee or applicant against another, or others, purely on the above grounds.

It is the policy of the company to ensure that entry into the company is determined solely by the application of objective criteria and individual merit. Equality will be accorded to applicants and employees without regard to disability, race, religion, gender, marital status, sexual orientation, and colour, national or ethnic origin.

The objective of the company is to employ individuals who are suitably qualified, or who have the ability to develop the skills necessary to undertake the obligations imposed by the position they occupy.

Harassment or victimisation at work will not be overlooked or condoned. Such behaviour will be considered a serious disciplinary matter.

EXAMPLE

Equal opportunities in employment policy monitoring

The company is committed to the successful development of an equal opportunity policy in relation to the recruitment and selection of staff.

To assist in the implementation and monitoring of this policy, in terms of a review, would you please complete the following?

NAME..... DATE of BIRTH.....

1. I would describe my race or cultural origin as (please tick one box):

Asian Bangladesh	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Asian Indian	<input type="checkbox"/>	White	<input type="checkbox"/>
Asian Pakistan	<input type="checkbox"/>	White Irish	<input type="checkbox"/>
Asian Other (please describe)	<input type="checkbox"/>	Other (please describe)	<input type="checkbox"/>
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Black African	<input type="checkbox"/>		
Black Caribbean	<input type="checkbox"/>	Do not wish to state	<input type="checkbox"/>
Black Other (please describe)	<input type="checkbox"/>	Ethnic Origin	

2. My sex is (please tick one box):

Male	<input type="checkbox"/>
Female	<input type="checkbox"/>

3. My age is (please tick one box):

16-19	<input type="checkbox"/>	20-29	<input type="checkbox"/>	30-39	<input type="checkbox"/>	40-49	<input type="checkbox"/>	50-59	<input type="checkbox"/>	60+	<input type="checkbox"/>
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4. Are you a person with a disability? YES / NO

If yes, are you registered? YES / NO

If you are, please provide your registered number: