

## EQUAL OPPORTUNITIES POLICY

HR 043 – Rev 1.4

### Purpose and scope

Vision Architectural Glazing Installations Limited is an equal opportunities employer and actively supports Human Rights, and all Equality legislation.

Our ethos is to respect and value people's differences, to help everyone achieve more at work as well as in their personal lives so that they feel proud of the part they play in our success.

Our grievance procedures ensure sympathetic handling, and hopefully satisfactory resolution, for all aspects of employees concerns or dissatisfaction.

We believe that all decisions about people at work should be based on the individual's abilities, skills, performance and behaviour and our business requirements.

Our policy must be strictly adhered to by all of our team. Discrimination, abuse or harassment will result in disciplinary action being taken including dismissal for serious cases.

A copy of this policy will be distributed to all employees and can also be found in the employee handbook and will be made available to other workers on their engagement. Job seekers and applicants will be sent a copy of the policy on request.

In addition, all employees will receive briefing on this policy and the induction process for new employees includes a briefing on this policy.

Any questions about the policy should be directed to our HR department.

Eddie Wells  
Managing Director



1<sup>st</sup> July 2023

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