SAMPLE Equal Opportunities Policy

# General

## We are an equal opportunities employer. We value diversity and aim to prevent discrimination or harassment.

## The aim of this policy is to ensure that no job applicant, employee or contractor receives less favourable treatment because of sex, marital or civil partnership status, sexual orientation, age, religion or belief, colour, race, nationality or ethnic origin, disability, gender reassignment, pregnancy or maternity or their part time or fixed term status. Nor should anyone be disadvantaged by any provision, criterion or practice, which cannot be shown to be justified.

## We are committed to ensuring that members of staff and other workers are not the victims of harassment. Harassment is unwanted conduct based on a discriminatory ground as set out above which may affect the dignity of a person at work or which creates an intimidating, hostile, degrading, humiliating or offensive environment.

# Responsibility for policy

## We and all employees are responsible for their conduct in the workplace and the implementation of this policy.

## Any failure to observe this policy may lead to disciplinary action. Serious failures could result in dismissal.

# Procedure and complaint raising

## If you believe that you have been or are being unfairly treated you should raise the matter through our grievance procedure.