



Dignity at Work & Equal Opportunities

I Dignity at Work – Policy Statement

The Directors of Bluemay Limited (“the Company”) are committed to providing a safe and secure working environment for all members of staff at all times. To express that determination, and to reinforce the existing ethical and behavioural requirements demanded of everyone in the Company, this Policy Statement has been issued.

The purpose of the Statement is to make clear:

- a) that all individuals having contact with the Company (employees, job applicants, visitors, suppliers and customers) have a right to be treated fairly, openly and honestly, and with dignity and respect;
- b) that sexual harassment or discrimination of any type at work (“Unacceptable Behaviour”) will not be permitted or condoned and that anyone has a right to complain about it should it occur;
- c) that as far as recruitment, training and promotion is concerned,
 - opportunities will be made available as widely as possible;
 - selection criteria will be entirely related to the job; and
 - decisions will be made solely on the basis of merit.
- d) that everyone has the right to work and do business in an environment free of unlawful discrimination and harassment. We will not tolerate Unacceptable Behaviour under any circumstances.
- e) that disciplinary action, including dismissal, may be taken against any member of staff found responsible for Unacceptable Behaviour.
- f) that this policy is fully supported by the Directors and Managers of the Company, who will ensure that all staff and job applicants are aware of the policy and that this section of the policy is incorporated into the various websites of the Companies as well as communicated to customers and suppliers as appropriate in the normal course of business.

The Directors and managers of the Company will produce an Action Plan to give effect to this policy, and will monitor and review progress each year.

2 Equal Opportunities Action Plan

- Martin Norman and Val Butcher are responsible for the Dignity at Work policy and for putting this action plan into practice.
- We will circulate our Equal Opportunities action plan, Dignity at Work policy and Disciplinary & Grievance procedure to all members of staff and also display them on Company Notice Boards.
- We will provide guidance and any necessary training for managers, supervisors and other relevant staff on the Dignity at Work policy and on their responsibilities under the law.
- Our aim is to employ a diverse workforce and we will review regularly and revise the Company's policies, practices and procedures to ensure that they are not potentially discriminatory.
- When recruiting new members of staff, we will
 - refer to our Equal Opportunities policy in our job advertisements with the following statement: "All applications will be considered solely on merit."
 - make sure we advertise jobs as widely as possible
 - ensure the criteria for selection are entirely job-related throughout the recruitment process
 - cover any training needed on the policy as part of new employee induction
 - keep records of the ethnic backgrounds of all staff and job applicants. All such records will be kept strictly confidential and used to produce anonymous statistical analyses to help tackle any inequalities.

Our aim is to serve all members of the communities in which we operate, regardless of background.