

Equal Opportunities Policy

1. Purpose

T. Brown Group is committed to the principle of equal opportunity in employment. The company's policy is that no job applicant and no employee shall receive less favourable treatment than another on the grounds of the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation and none shall be disadvantaged by conditions or requirements other than on a genuine occupational requirement basis.

The company is aware of its responsibilities under the Sex Discrimination Act 1975, the Race Relations Act 1976, the Disabled Person (Employment) Act 1944, the Disability Discrimination Act 1995, the Equal Pay Act 1970, the Employment Equality (Religion or Belief) Regulations 2003, the Employment Equality (Age) Regulations 2006 and the Equal Opportunities Act 2010. We observe as far as possible the Commission for Racial Equality's Code of Practice in employment, as approved by Parliament in 1983.

T Brown Group is committed to take positive action to eliminate discrimination to provide genuine equality of opportunity. Our policy and practice will be continually and regularly monitored by the Directors and senior managers to ensure its effectiveness.

2. Scope

The policy covers all T Brown Group employees and applicants for employment. The term "employee" refers to an individual who has entered into, or works under a contract of employment with the Company.

3. Employment Practices

The company will actively promote equal opportunity throughout the application of employment policies which will ensure that individuals are recruited, selected and promoted and receive treatment which is fair, equitable and consistent with their relevant aptitudes, experience, potential, skills and abilities. No applicant or employee will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job, or which constitute indirect unfair discrimination.

All contractual service employment conditions will be reviewed to ensure they do not discriminate against any particular group and do provide for the varying needs of the entire work force.

4. Recruitment, Selection and Promotion

T Brown Group will use fair equal opportunities practices and will monitor them to provide a positive environment within which employees can use and develop their abilities to the full benefit of the organisation & themselves.

The benefits we are looking to achieve are in recruiting staff from a wider net so that all sectors of the community have an opportunity to apply for vacancies and this we trust will improve our chances of attracting the best candidates first time. We hope to retain staff by enhancing morale and prospects, which can lead to a lower level of absenteeism and staff turnover.

The benefits for the business will come from a more positive image as an equal opportunities employer and this will promote business growth. The company uses open recruitment methods to assist in our implementation via local and national press advertisements, local colleges and job centres.

5. Training

The company has publicised its policy by placing it on the staff notice boards advising of the policy during interview and to staff upon placement. We also use the equal opportunities statement in our advertising and other marketing material.

The company will provide suitable and relevant equal opportunity training to staff. The company will provide positive action to promote training for those who require it to enable them to enter areas of employment where they are under-represented.

6. Harassment, Victimisation & Discrimination

The company will not condone any harassment, victimisation & discrimination of any employee by another employee. Disciplinary procedures will be applied to deal with any complaints of harassment, victimisation & discrimination.

7. Grievance and Disciplinary Procedures

Existing company procedures will be kept under review to ensure they are appropriate and cover all aspects of the Equal Opportunities Policy.

If any job applicants or employees consider that they have been discriminated against on the grounds of race or sex, they may make a complaint to the company and to an Industrial Tribunal to assess the issues raised and make a ruling.

8. Organisational Arrangement

The Managing Director is responsible for implementing and monitoring the operational effectiveness of the policy. It is the duty of each manager and individual employee to actively promote equal opportunity within their own sphere of responsibility.

9. Monitoring

The company is committed to an efficient and confidential monitoring system to ensure effective implementation of all the company's procedures and its Equal Opportunities Policy.

The policy will be reviewed on a company and a specific project or area basis and part of the review will be to monitor the job applicants and the various groups that they come from to see if we are attracting all the possible candidates from an area.

The company has records of the different ethnic groups currently employed and will use this information to identify under-representation and corrective action plans.

10. Complaint

To safeguard individual rights under the policy, any prospective or current employee who wishes to complain about the application or non-application of the policy may:

- Raise the matter through the company's grievance procedure
- Seek external support, i.e. trade unions. Citizens Advice Centre
- Contact the Managing Director.

11. Overview

Every possible step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion and career management are based solely on objective and job related criteria.

Senior managers fully support this policy statement. All employees are responsible for playing their part in achieving its objectives.

A handwritten signature in black ink, appearing to read 'Josh Brown'.

Josh Brown, Managing Director
T Brown Group

Date: 9th August 2011