



EQUAL OPPORTUNITIES POLICY

The aim of this policy is to communicate the commitment of the Directors and senior management to the promotion of equality of opportunity in Biggins & Gallagher Ltd.

It is our policy to provide employment equality to all, irrespective of:

- Gender
- Marital or civil partnership status
- Dependants
- Religious belief
- Political opinion
- Race
- Disability
- Sexual orientation
- Age

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees, and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds.

We are committed to :

- Promoting equality of opportunity for all persons
- Promoting a good and harmonious working environment.
- Preventing unlawful discrimination, harassment and victimisation
- Fulfilling our legal obligations under the equality legislation.

The person ultimately responsible for the implementation of this policy is the Managing Director.

Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter with their immediate line manager or with the managing Director directly.

In addition to internal procedures, employees have the right to pursue complaints of discrimination to an industrial tribunal or the fair employment tribunal under the current anti-discrimination legislation. However employees wishing to make a complaint to a tribunal will normally be required to raise their complaint under our internal grievance procedures first.

This policy will be reviewed and monitored annually and any action taken as necessary.

Signed:

A handwritten signature in blue ink, appearing to read "Gallagher", is written over a horizontal line.

Managing Director

Date:

5/6/17