

## Staff Handbook

### Equal Opportunities and Diversity Policy

#### Equal Opportunities and Diversity Policy Statement

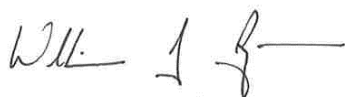
The Thomas Saunders Partnership Limited is an Equal Opportunity Employer. The aim of this policy is to ensure that:

- No job applicant or employee receives less/more favourable treatment on the grounds of race, colour, nationality, ethnic origin, sex, marital status or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.
- The Thomas Saunders Partnership Limited's employment policy is in line with its equal opportunities policy in so far that its intention is to recruit the highest quality of applicants.
- All job applicants who apply for jobs within The Thomas Saunders Partnership Limited will be treated no differently to any other employee and will be considered only on their ability to carry out the task required.
- Selection criteria and procedures will be frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.
- All employees will be given equal opportunity and where appropriate, special training to progress within the company. The company is committed to a programme of action to make this policy fully effective.
- Any instances of racial abuse perpetrated by any employee will be treated as a disciplinary offence.

Every employee will be given a copy of this policy on commencing employment with The Thomas Saunders Partnership Limited.

The Managing Director is the person responsible for the implementation of Equal Opportunities Policy with regard to the company's undertakings.

Signed:



Date: 01 May 2018