

SOP27prt 1: EQUAL OPPORTUNITIES POLICY

Corrigenda Ltd is an equal opportunities employer.

In implementing the policy for Equal Opportunities, no job applicant or employee will receive less favourable treatment on the basis of race, colour, gender, disability, nationality or ethnic origin, marital status, sexuality, responsibility for dependants, religion, trade union activity or age.

All employees will be given an equal opportunity to progress within the company.

All policies will be regularly monitored to ensure that there is no direct or indirect discrimination occurring in connection with ethnicity, gender, age or disability records of job applicants or existing employees.


The following actions will be implemented to ensure the policy is put into practice:

- 1 The recruitment, selection, training, remuneration, promotion, discipline and dismissal of employees will be on the basis of merit and ability.
- 2. It is a disciplinary offence to victimise, discriminate or harass any employee.
- 3. Every reasonable step will be taken to ensure that the workplace is accessible and managed to suit the needs of all employees.
- 4. All employees will be given every opportunity to know and understand this policy.

The named person below has overall responsibility for dealing with all issues relating to Equal Opportunities and will ensure the policy is properly implemented and periodically reviewed in accordance with relevant statutory provisions.

Name: PAUL SPENCER

Position: DIRECTOR

Signed:  (Principal)

Date: 08/08/09



SOP27 / Prt2: EQUAL OPPORTUNITIES POLICY / MANAGER/SUPERVISOR TRAINING

Corrigenda Ltd is an equal opportunities employer.

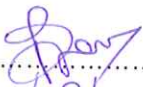
In implementing the policy for Equal Opportunities in accordance with SOP27/prt1 all managers and supervisors will be required to received additional training to cover the following:

- Identification of various individual and group behaviours
- Understand prejudices and discrimination
- Appreciate the difference between diversity and equal opportunities
- Understand the law on equal opportunities in the workplace
- Carry out selection interviews without asking the "wrong" questions
- Identify different types and possible effects of harassment and discrimination
- Apply different methods in dealing with discriminatory situations
- Apply an equal opportunities approach to your job

The named person below has overall responsibility for dealing with all issues relating to Equal Opportunities and will ensure the policy is properly implemented and periodically reviewed in accordance with relevant statutory provisions.

Name: PAUL SPENCER

Position: DIRECTOR

Signed:  (Principal)

Date: 08/08/09