

# Keltech

## Equal Opportunities Policy

### 1. Policy Statement

Kel-Tech Engineering Ltd. is committed to creating an environment that promotes equality of opportunity for all existing and potential employees, regardless of gender, marital status, family status, sexual orientation, religious belief, age, disability, race or membership of the traveller community.

### 2. Purpose

The purpose of this policy is to promote equality of opportunity for existing and potential employees by ensuring that all recruitment and selection policies, promotion policies, and training and development policies operate on the basis of the appropriate merits, qualifications, abilities and potential of individuals.

### 3. Scope

This policy applies to all existing and potential employees of Kel-Tech Engineering Ltd.

### 4. Responsibilities

#### 4.1. Employee:

- 4.1.1. To comply with and act in the spirit of this policy.
- 4.1.2. To neither directly or indirectly, discriminate unfairly against fellow employees.
- 4.1.3. To cooperate with any measures introduced by Kel-Tech Engineering Ltd. to promote equal opportunities.

#### 4.2. Supervisors:

- 4.2.1. To commit themselves to preventing discrimination and promoting equality within Kel-Tech Engineering Ltd.

#### 4.3. Human Resources:

- 4.3.1. Promoting Equal Opportunities within Kel-Tech Engineering Ltd.
- 4.3.2. Monitoring and reviewing employment policies and practices to ensure that they do not, directly or indirectly, discriminate unfairly against individual employees or particular groups of employees.
- 4.3.3. Integrating principles of equal opportunities and practical examples of their application into all training programmes for employees.
- 4.3.4. Establishing and maintaining appropriate mechanisms whereby employees or job applicants who feel they have been unfairly treated can have their complaints investigated.

### 5. Recruitment:

- 5.1. Kel-Tech Engineering Ltd. will not discriminate against any prospective employee during the recruitment process. All applicants for employment will be treated fairly on the basis of their merits, abilities, qualifications and suitability for appointment.

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5.2. As much accommodation as possible will be carried out to facilitate the participation of individuals with special needs in the recruitment process and in the workplace.

#### **6. Training and Development:**

6.1. Kel-Tech Engineering Ltd. will ensure that all employees are trained, appraised, and otherwise treated on the basis of their relevant merits, qualifications, abilities and experience.

#### **7. Promotion:**

7.1. Kel-Tech Engineering Ltd. will ensure that all employees have equal opportunities, and are encouraged, to obtain promotion, and further education and training for personal and career development.

#### **8. Breaches of the Equal Opportunities Policy:**

8.1. Kel-Tech Engineering Ltd. is committed to ensuring that all issues concerning breaches of this policy will be dealt with seriously, promptly and with appropriate regard to confidentiality.

8.2. Breaches of the Equal Opportunities Policy will be regarded as misconduct and may be subject to disciplinary action under the disciplinary procedure.

8.3. Any person who wishes to raise issues concerning alleged discrimination should follow the grievance procedure in place or speak with the HR Coordinator.