



# Equal Opportunities Policy

---

## Our Commitment

Key Traceability Ltd is committed to the idea of equal opportunities for all. Our policy is to make sure that no customer, person involved or associated with Key Traceability Ltd receives less favourable treatment on the grounds of:

- Religious belief or political opinion
- Race (including colour, nationality, caste, ethnic or national origins)
- Disability
- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants
- Sexual orientation
- Age.

Key Traceability Ltd is opposed to all forms of unlawful and unfair discrimination. We believe in human rights for all those connected with this organisation and all members of society.

Responsibility for making sure that Key Traceability Ltd fulfils its obligations under this Policy rests with all staff but ultimately the Director.

## Who does this Policy apply to?

All individuals within this organisation are responsible for compliance with this Policy, and for the positive attitude it requires. All external persons connected with Key Traceability Ltd are encouraged to hold the same responsibility and commitment.

## What will we do?

We will make sure that all our staff and sub-contractors are aware of our Equal Opportunities Policy, and where applicable will make them aware of their responsibilities.

All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the grounds named above. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

## Dealing with complaints

It is recognised that many individuals may be unwilling to make a complaint regarding equal opportunities, for a variety of reasons, including:

- Fear that others will consider that behaviour trivial
- Fear of retaliation and/or public humiliation



- Fear that the complaint will not be taken seriously.

Such concerns may make an individual choose to leave the organisation, or change their job. Key Traceability Ltd regards this as unacceptable. It is important that employees should feel able to raise concerns without fear and in the knowledge that their complaint will be taken seriously.

All complaints will receive prompt attention and will be properly investigated. We will seek to resolve them as quickly as possible.

Sometimes it may be possible for an employee affected by the behaviour of another simply to ask the harasser to stop, or make it clear that the behaviour is unwelcome. If this is appropriate then the employee should do this. However, such an approach may not be appropriate and employees should feel able to raise matters at any time with their Manager under the business's existing Grievance Procedure.

Version no.	Date	Approved by:	Details of Change	Author
1	October2017	Director	Initial Release	Document Controller