



hearing products for a better life style

Sarabec Limited
15 High Force Road
Middlesbrough TS2 1RH
United Kingdom

Telephone (voice): 01642 247789
Fax: 01642 230827
Text (minicom): 01642 251310
web: www.sarabec.com
e-mail: mail@sarabec.co.uk

EQUALITY & DIVERSITY POLICY

Sarabec Ltd is committed to making full use of the talents and resources available to it (employees, potential employees, subcontractors, agents, associates, and suppliers), avoiding any form of unfair discrimination through gender, sexual orientation, marital status, race, religion or belief, colour, nationality, ethnic or national origin, geography, disability, Aids, age, pregnancy, parental responsibilities, trade union membership, or part-time or fixed-term status.

It is our policy to ensure that employees are recruited, developed, remunerated and promoted solely on the basis of their skills and suitability for the work performed, and that in carrying out their work they are free from direct and indirect discrimination, bullying, harassment or any other form of inappropriate behaviour or pressure through any means.

We achieve our Policy by ensuring that:

- ✓ We understand and keep up to date with all relevant legislation, fulfil and exceed any obligations, including under (but not limited to) The Equality Act 2010,
- ✓ The Equality Act 2010 repealed the following legislation.
Race Relations Act 1976, Race Relations (Amendment) Act 2000, Equal Pay Act 1970, Sex Discrimination Act 1975, Gender Equality Act 2006, Disability Discrimination Act 2005, Employment Equality (Sexual Orientation) Regulations 2003, Employment Equality (Religion or Belief) Regulations 2003
- ✓ We work to build and sustain a positive culture of compliance, so that staff are committed to diversity in their day to day work that representatives understand and support the Policy, and that equality and diversity is positively promoted through our subcontractors and supply chains.
- ✓ Everyone who conducts work on our behalf operates to our commitment and policy and that all staff, associates & subcontractors are fully aware, comply, and are trained where necessary. At induction new staff are shown the company manual where this policy is contained. Staff have access to at all times.
- ✓ As an SME, statistical analysis of staff/subcontractors is difficult and can only be carried out where appropriate. However, we monitor subcontractors, where appropriate, to ensure that recruitment, apprenticeships, equal pay, equality of access and support, and other activity is consistent with this policy.
- ✓ All complaints of discrimination, bullying and harassment are treated with the utmost confidentiality and acted on in an appropriate, full and timely manner.
- ✓ Breaches of this policy (whether deliberate or unwitting), or inducements to breach it, may result in disciplinary action, or cessation of contract or relationship.

- ✓ Job descriptions and person specifications reflect the position and do not contravene the stated intent of this Policy.
- ✓ Recruitment advertisements are placed in a manner mindful of ensuring full and diverse awareness and access, clearly stating that we are an equal opportunities employer and that we welcome diverse applications. Advertisements may be placed in, but not limited to, Job Centres, Careers services and Press and media.
- ✓ Recruitment practice and procedures are as open and as barrier free as possible. Application forms and other supporting material are free of information from which inferences could be drawn irrelevant to the job description. No applicant is disadvantaged by an interview's timing, location or facilities. Reasons for selection or rejection of applicants are fully recorded.
- ✓ Staff Guidance, reviews, opportunities to train or for advancement, are in line with this policy and that there are no barriers of any type to prevent any member of staff to fulfil their personal potential and contribution to the organisation. This includes ensuring that reasonable adjustments to practice and premises etc. are carried out so not to act to create disadvantage.
- ✓ All operations, and every part of our business, are carried out in accordance with this policy
- ✓ We are aware of all types of unfair practice and use ethically sourced products wherever available.

This policy also applies to our conduct with respect to clients, their staff, and their customers. We are mindful of the policies and culture of each client and our responsibility to support their aims and objectives.

We measure our success through:

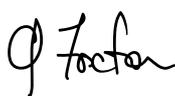
- ✓ Carrying out an annual review of our operations to ensure that they are fully compliant with this policy, and recording any breach of this policy, whether direct or indirect, intentional or accidental.
- ✓ Acting immediately to remedy any failure or breach of this policy, both intentional and unintentional.
- ✓ Ensuring a continual review of best practice and improvement, including all changes to legislation and practice.

We are committed to following current best practice in all issues, including the spirit and letter of all legislation and best HR practice, and best advice provided by appropriate bodies providing best advice in this area.

This policy is fully supported by senior management.

The responsibility for this policy and its implementation is with the Managing Director.

Signed:



C J Foxton
Managing Director
For and on behalf of Sarabec Ltd
Equality & Diversity Policy Issue 3 May 2017