

EQUAL OPPORTUNITIES POLICY

December 2018

Section 1: Purpose

The purpose of this code is to outline the measures taken to ensure Equal Opportunities is maintained within the company.

Section 2: Scope

This document applies throughout USSL on all contracts carrying out all services.

Section 3: Introduction

USSL is committed to becoming an equal opportunities employer and aim to achieve genuine equality of opportunity in all our activities. We believe that everyone has a right to be treated fairly and with courtesy, dignity and respect. An equality culture provides opportunities for individuals to develop within their roles to enable them to maximise their own potential and their contributions to the company. We recognise that people enter the workplace with different skills, aptitudes, abilities and levels of expertise. USSL will ensure compliance with all legislative requirements applicable to the areas of our business and countries in which we are active, both in terms of bidding for new business and in implementing projects once they have been awarded.

Section 4: Policy

USSL are committed to ensuring employees, job applicants and potential job applicants will receive fair and equitable treatment that any personal characteristics or circumstances that are not job related are ignored and all appointments are made on merit.

Those with responsibilities for others can help to create an equality culture by behaving in a manner which is fair and without prejudice, by recognising different experiences and perspectives and valuing them positively and by ensuring that decisions relating to employees are based on relevant, objectively justifiable criteria.

Developing an equality culture means not letting the colour; race; nationality; ethnic or national origin; age disability; health; sexual identity; sexual orientation; religion; political belief; trade union membership/non membership or activity; irrelevant unspent criminal conviction; employment status; social class; language get in the way of individuals' work, training or any other opportunities. It enables a positive attitude to one another and to the tasks to be undertaken to be cultivated and results in a more motivated, effective workforce.

We seek to provide a work environment that is free from harassment, discrimination, and victimisation or bullying. Unfair discrimination is recognised as a disciplinary offence and we will intervene quickly and effectively if this occurs.

USSL are committed to:

- Workplace areas being kept free from posters, pictures, magazines etc. which may embarrass, threaten or humiliate members of the opposite sex, of another cultural or racial group or of a different generation;
- What language and behaviour is acceptable in the workplace and when in contact with clients, remembering that one person's light-hearted banter may be offensive to another;
- Setting a good example to others in everything you say and do;
- Challenging inappropriate behaviour and stop it immediately;
- Discouraging any rumours and speculations which could be unfairly discriminatory;
- Offering additional training if people are unclear about what is expected of them.

The Company Directors have specific responsibility for the successful implementation and monitoring the effectiveness of this policy, they will review it as necessary and ensure it is kept up to date, appropriate action will be taken to address any particular issues that are identified.

Section 4: Document History

October 2016	New Document
December 2018	Revision