

Equal Opportunity Policy Statement

On Site Bristol is committed to promoting equality of opportunity for all in every aspect of its business. It will encourage and enable employees and learners to achieve their full potential in an environment that is free from all forms of unfair treatment, discrimination and harassment.

We will work towards ending discrimination, including stopping victimisation and harassment, whether lesbian, gay, bisexual or transgender, or because of someone's: age, economic or social background, gender, HIV status, impairment and emotional distress (disabled people), race or religion.

Every member of management and all employees/learners are instructed that:

- There should be no discrimination on account of being lesbian, gay, bisexual or transgender, or because of someone's: age, economic or social background, gender, HIV status, impairment and emotional distress (disabled people), race or religion.
- OSB will appoint, train, develop and promote employees/learners on the basis of merit and ability.
- All employees have personal responsibility for the practical application of the OSB's equal opportunity policy, which extends to the treatment of employees, students, visitors and customers.
- Special responsibility for the practical application of OSB's equal opportunity policy falls upon all managers and supervisors involved in the recruitment, selection, promotion and training of learners.
- OSB's grievance and harassment procedures are available to any employee/learner who believes that s/he may have been unfairly discriminated against.
- Disciplinary action will be taken against any employee/learner who is found to have committed an act of unlawful discrimination. Discriminatory conduct and sexual, racial or disability harassment will be treated as gross misconduct.



creating constructive careers

- All job advertisements/apprentice advertisements shall identify OSB's commitment to being an equal opportunities employer/provider.
- Details of OSB's commitment will be made available to all job applicants/apprentice applicants.
- Where reasonably practical, changes to the workplace can be made; these shall be considered to help to accommodate any person with disabilities.

In the case of any doubt or concern about the application of the policy in any particular instance, any member of staff should consult the project manager.

Signed: *Darren Perkins*

Position: Project Manager

Date: 30th April 2008