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Company Policy Statement: **Equal Opportunity Policy**

Portfolio: Business Services

Portfolio Director: Mr Frank Lloyd-Murray

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DOCUMENT ETYMOLOGY

Title

Policy Statement for	Portfolio
Equal Opportunity Policy	Business Services

Responsibility

Reference	
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Portfolio Director	Mr Frank Lloyd-Murray
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Approver

Title	Name	Date
Chief Executive Officer	Mr Frank Lloyd-Murray	Wednesday, 13 July 2022

Distribution

Name	Business Area	Reason and Use
Director (Project Management)	Senior Leadership	Sign-Off and Acceptance
Director (Rail Systems Engineering)	Senior Leadership	Sign-Off and Acceptance
Director (Business Development)	Senior Leadership	Sign-Off and Acceptance
Director (Software and Systems Design)	Senior Leadership	Sign-Off and Acceptance
Director (Training and Development)	Senior Leadership	Sign-Off and Acceptance
Director (Telecommunications)	Senior Leadership	Sign-Off and Acceptance

Section: 2 – The Policy Statement

What exactly is a Policy Statement?

A policy statement is an organization-level document that prescribes acceptable methods or behaviours. Essentially, a policy is simply the way things are done within an organization.

Policies are different from procedures and standard operating procedures because they are applicable to an entire organization and are primarily intended to set direction.



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EQUAL OPPORTUNITY POLICY STATEMENT

GRAAY[®] Limited is committed to promoting equal opportunities in employment. You and any job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (Protected Characteristics).

It applies to all aspects of employment with us, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment. This policy does not form part of any employee's contract of employment, and we may amend it at any time.

DISCRIMINATION

You must not unlawfully discriminate against or harass other people including current and former employees, job applicants, clients, customers, suppliers, and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers, or other work-related contacts, and on work-related trips or events including social events).

DISABILITIES

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can consider what reasonable adjustments or support may be appropriate.

PART-TIME AND FIXED-TERM WORK

Part-time and fixed-term employees should be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate) unless different treatment is justified.

We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Where a serious case of deliberate and malicious discrimination has been proved, this will result in a verdict of gross misconduct, resulting in dismissal.

You must not be victimised or retaliated against for complaining about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.

This policy will be regularly reviewed by GRAAY[®] Limited to ensure that they are adequate and continue to satisfy business requirements. This policy will be reviewed and updated as required at least but not limited to once every 12 months.

Signed as Approved this day, Wednesday, 13 July 2022

Signature

Position

Mr Frank Lloyd-Murray
Chief Executive Officer

