EQUAL OPPORTUNITIES POLICY

Planet Ocean Ltd is an equal opportunities employer. Equal opportunity is about good employment practices and efficient use of our most valuable asset, our employees.

Every executive, manager and employee has personal responsibility for the implementation of the policy. Any instance of doubt about the application of the policy, or other questions should be addressed to the Managing Director, as should requests for special training.

Planet Ocean will not discriminate on grounds of sex, marital status, ethnic origin, colour, nationality, disability or other grounds of discrimination not prohibited by legislation such as sexual orientation, age etc.

The policy applies to the advertisement of jobs, recruitment and appointment to them, training, conditions of work, pay and to every aspect of employment. The policy also applies equally to the treatment of our customers/clients. Staff involved in recruitment in particular should request training if they have any doubt about the application of this policy.

Employees should note that the imposition of a condition or requirement which has an adverse impact on someone, because his or her sex, race or marital status is more likely to be affected by it, will also be unlawful unless it can be justified on grounds of business need. (By way of example a height requirement of 5' 10" will eliminate some men, but proportionately more women, and so be unlawful). In all such situations the Managing Director should be consulted.

Employees who are disabled or become disabled in the course of their employment should inform and may also wish to advise the company of any "reasonable adjustments" to their employment or working conditions which they consider to be necessary or which they consider would assist them in the performance of their duties. Careful consideration will be given to any proposals of this nature and, where reasonable and reasonably practicable such adjustments will be made. There may however be circumstances where it will not be reasonable or reasonably practicable for the company to accommodate those proposals and where less favourable treatment may be justified in accordance with the statutory provisions.

Any member of staff may use the grievance procedure to complain about discriminatory conduct. If the matter relates to sexual or racial harassment or harassment on the basis of disability then the grievance may be raised directly with the Managing Director. Planet Ocean is concerned to ensure that staff feel able to raise such grievances and no individual will be penalised for raising such a grievance unless it is untrue and made in bad faith.

Discipline

Any employee who harasses any other employee on the grounds of race, sex or disability will be subject to the organisation's disciplinary procedure. In serious cases, such behaviour will be deemed to constitute gross misconduct and, as such will dismissal in the absence of mitigating circumstances.

Other relevant policies

Staff are referred to the Staff Handbook for other policies and procedures which may be relevant to the issues covered in this policy. Other relevant policies

Signed: _____ Date: 25th March 2018

Reviewed T H A Sloane Managing Director Jan 12th 2024 Iss B March 2018