



EQUALITY & DIVERSITY POLICY STATEMENT

Zodiac Training is totally committed to the principle of equality and diversity in employment and opposes all forms of unlawful or unfair discrimination, direct or indirect. It is in the company's best interests and those of all it serves and employs to:

- Ensure that the resources, talents and skills of its employees are fully utilised.
- Provide services and opportunities equally and fairly to all employees, applicants for employment and learners irrespective of colour, age, race, religion, nationality, ethnic or national origin, gender, sexual orientation, marital status, disability or spent convictions.
- Ensure that no employee, applicant for employment or conditions or requirements, which cannot be shown to be relevant to the job, disadvantage candidates.
- Oppose harassment, affecting the dignity of women or men at work.
- Prevent the victimisation of any person who raises a complaint within the scope of this policy.
- Review the Equality and Diversity Policy and its implementation on an annual basis.

The following have been drawn up to complement this Equal Opportunities statement and can be located in the policy/procedure manual.

- Disability Statement
- Disability Support Statement
- Equal Opportunities and Dignity at Work
- Secure Storage and Disposal of Disclosure Policy
- Recruitment of Ex Offenders Policy

Overall responsibility for the implementation and updating of this policy currently rests with the HRD Director.

A review of this policy and associated procedures will take place annually.

A handwritten signature in black ink, reading "Lilian M. Mains". The signature is written in a cursive style.

Lilian M Mains
Managing Director