**GPG Sales Ltd, Tradings As: Total Cubicle Solutions** 

1

Gpg Sales Ltd is committed to ensuring that equality of opportunity is a reality for all learners and all members of staff regardless of their status within the company. Our mission and values require us to create a positive environment in which all staff and learners, present and prospective, are respected, are provided with development and progression opportunities, and can make the most of their abilities. Every member of the Company has the responsibility for implementing this policy in all of their activities.

2

No member, or prospective member, of the company will receive unfair or unlawful treatment due to race, colour, nationality, ethnic or national origins, religion, creed, sex sexual orientations, marital status, or disability, or as a result of being in part time employment (including hourly paid) nor face unwarranted discrimination on the grounds of age. The company will identify and root out any unfair or unlawful discrimination which denies individuals opportunities on any of these grounds.

3

Discrimination resulting in unequal opportunities is not acceptable. Direct discrimination consists of treating another person less favourably on the grounds of race, colour, nationality, ethnic or national origins, religion, creed disability sex and/or marital status, (or other personal characteristics), or if in part time employment (including hourly paid) less favourably than others would be treated in similar Circumstances. Indirect discrimination occurs when a non-essential condition or requirement is applied equally to all, but only a small proportion of one group can comply with this and failure to comply is detrimental to the individual.

4

The company will:

- Comply with and enforce relevant legislation, including the Sex Discrimination Acts 1975 and 1986, the Race Relations Act 1976, the Disability Discrimination Act 1995, and the Disability Discrimination (Employment Regulations) Act 1996
- Continuously monitor the composition of employees and learners and the effects of it's recruitment practices, and compare these with those of the community it serves.
- Breakdown any barriers to equality of opportunity which may prevent employees and learners realising their full potential.
- Promptly and fully investigate all complaints of discrimination and harassment, taking appropriate action where necessary.
- Ensure that all employees and learners are fully informed of this policy and that outside agencies utilised by the company are also informed of it.