

Equal opportunities and diversity policy



The success of Allstore Services Limited depends on our people. We are committed to valuing diversity and promoting equality for everyone at Allstore. Competent and motivated employees are essential in today's competitive environment and therefore Allstore needs to ensure the best use of human resources in its workforce. We recognise the varied contributions that a diverse workforce brings to the organisation and we are committed to drawing on the different perspectives and experiences of individuals which will add value to the way we operate.

The aim of the policy is to ensure that all job applicants and employees receive fair treatment regardless of their gender, sexual orientation, race, nationality, ethnic and national origins, disability, age, religious beliefs, work location & working hours. We do this by adhering to all equal opportunities legislation and ensuring we are fair, objective and free from discrimination in all of our systems, processes, procedures & activities.

Allstore aims to recruit, retain & develop employees based on merit, competence & potential. We are committed to promoting a positive working environment for our employees and ensuring employees are given every opportunity to fulfil their potential.

Policy Scope

The policy applies to all employees and visitors to Allstore. The success of an Equal Opportunities Policy will involve the commitment and support of all managers & employees alike.

Responsibilities

The Managing Director, as diversity champion has overall responsibility for ensuring the correct application and implementation of the policy.

All managers have a responsibility to:

- ◆ Ensure the non-discriminatory treatment of all job applicants and employees and promote equality of opportunity.
- ◆ Identify and remove discriminatory attitudes and practices within the organisation.
- ◆ Raise the level of employee awareness of the policy's existence.
- ◆ Deal fairly and speedily with any discriminatory issue raised in the course of employment.
- ◆ Support and contribute to the monitoring and review process.
- ◆ Be aware of the diverse needs of employee and support them appropriately and fairly.

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All employees have a responsibility to:

- ◆ Support this vision and continue to ensure that the principles of equal opportunities and diversity in the workplace are upheld.
- ◆ Treat colleagues and stakeholders with dignity & respect.
- ◆ Have due regard to equal opportunities in the work they do and decisions they make.
- ◆ Promote diversity in the workplace.

Legislative basis

The acts listed below set out the legal basis of equal opportunities. They also provide for rights of appeal and sanctions to be invoked where discrimination is proved. The relevant acts are:

- ◆ Sex Discrimination Act 1975
- ◆ Race Relations Act 1976 and 2000 as amended
- ◆ Disability Discrimination Act 1995
- ◆ Employment Equality (Age) Regulations 2006
- ◆ Part-time Workers (Prevention of less Favourable Treatment) Regulations 2000
- ◆ Equal Pay Act 1970
- ◆ Data Protection Act 1998
- ◆ Rehabilitation of Offenders Act 1994
- ◆ The asylum and Immigration Act 1996

Managing diversity

Allstore Services Limited is committed to improving the diversity of its workforce and will seek to adopt employment practices that ensure diversity and a flexible approach including positive action which serve to support this objective. Our policy has been designed to ensure that the concept of equal access is integral to the planning and performance process and our intent that all members of the organisation are responsible for the consideration of diversity in the way that they work.

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Implementation

To effectively implement this policy, Allstore will take steps to ensure that:

- ◆ Through our policies, procedures and systems, job applicants or employees will be treated in accordance with this policy and other related policies.
- ◆ Any employment requirements or conditions will be justifiable and reasonable.
- ◆ All employment policies, procedures and practices, including this one, will be reviewed and impact-assessed regularly to ensure that they are, and remain, non-discriminatory.
- ◆ All managers and others involved in the implementation of the organisation's employment policies will partake in the appropriate approach to diversity, recruitment and selection, performance management etc.
- ◆ Reasonable adjustments will be made in the workplace to help people with disabilities achieve their full potential.
- ◆ Employees will receive training during induction and at other appropriate times during their employment to ensure awareness and understanding of this policy and diversity in general.
- ◆ A diverse workplace is promoted and celebrated through our policies and how we operate.

This Equal Opportunities and Diversity Policy will be reviewed in March 2010, unless new legislation is introduced that needs to be reflected in the policy.