



Medical & Care Equipment Maintenance

Equal Opportunities Statement

General

It is Advent Medical's policy to comply with the statutory obligations under the following:-

Race Relations Act 1976(Amendment) Act 2000

Sex Discrimination Act 1975

Disability Discrimination Act 1995

Rehabilitation of Offenders Act 1974

Equal Pay Act 1970

Human Rights Act 2000

The Employment Equality(age)Regulation 2006

The Work and Family Act 2006

According to the above we aim not to treat any individual or group of individuals less favourably than other(s) for the reasons of their age colour, race, nationality, sex, disability or ethnic origin. This is practised in relation to recruitment, training or promotion opportunities

ADVENT MEDICAL aims to provide equal opportunities to all and, if necessary, to seek guidance on the elimination of discrimination.

ADVENT MEDICAL policy relating to the above is practised by those dealing with recruitment, training and promotion (namely company directors), who strive to comply with their obligations in relation to the aforementioned laws. As ADVENT MEDICAL is a small company, this policy is set out mainly in the form of instructions to staff. Additionally, this statement is available to all staff upon request.

Staff

In order to attract a variety of applicants it is ADVENT MEDICAL policy that all vacancies be advertised in the local press. All applicants are asked to fill out the same standard application form, upon which the recruitment process is based.

When recruitment agencies are used they are informed of ADVENT MEDICAL policy on aiming to offer equal opportunities to all.

It is ADVENT MEDICAL policy to provide all new recruits with a job description detailing their key duties and responsibilities. All new recruits are introduced to existing staff members and are made aware of ADVENT MEDICAL policies with regard to the above.

Harassment and bullying in the workplace are not tolerated, of which new staff are informed accordingly.

It is ADVENT MEDICAL policy that any disciplinary action be applied fairly and consistently regardless of race, sex or disability.

Records are kept with regard to job applicants and appointments including sick leave/absences and reasons. Additionally, time/working hours sheets are given to staff.

Personal information on all staff is kept strictly confidential.

Where practicable, flexible working hours can be arranged and time off for family needs can be offered.

It is ADVENT MEDICAL policy that women and men employees (regardless of race or disability) be offered equal pay with regard to similar or equivalent work.

Signed _____

Dated: Jul 2009 _____