

# Equal Opportunities Policy 2008 – 2009

CGA management Ltd provides consultancy with less than 5 permanent employees and CGA Management Ltd is committed to providing equal opportunities, which is demonstrated through our employment policies, procedures and practices. We believe that discrimination is unjust and unfair to individuals, groups of people and communities.

We will ensure that no one is treated any less favourably on the grounds of their race, colour, ethnic or national origin, gender, marital status or domestic responsibilities, disability, age, sexual orientation, trade union activity, religious or political beliefs, poverty or social status.

We accept our responsibility to ensure that no employee or applicant is discriminated against as defined by the provisions of the:

- Race Relation Act 1976, Amended Race Relations Act 2000
- Sex Discrimination Act 1975
- Disability Discrimination Act 1995
- Equal Pay Act 1994

The Company seeks to promote equal opportunity in recruitment, employment, promotion, training and career development of employees and associates. The responsibility for enforcement of this policy rests with the office manager, who will monitor the effectiveness of the policy and associated initiatives.

The implementations of initiatives in support of the policy are the responsibilities of the Directors and Managers. All employees have an obligation to avoid discrimination and promote equal opportunities.

## The objectives of our Equal Opportunities Employment Policy are;

1. To ensure the company's services and activities are of high quality and responsive to our client's needs, ensuring that our employees adequately respond to the needs of our client.
2. To ensure that the company makes best use of its employees and potential employee's skills, talents and abilities in delivering the company's services.
3. To ensure that the company fulfils its legal obligations under the equal opportunities legislation and complies with provisions contained in various Codes of Practice.
4. The Company's procedural documentation provides information, advice and guidance to managers, supervisors and employees regarding their responsibilities in achieving the objectives of our Equal Opportunities Policy.

## Direct Discrimination

Occurs when a person is treated less favourably than others in similar circumstances because of their race, colour, national or ethnic origin, gender, marital status, disability, sexuality, age or religious belief. It is also discrimination to segregate, harass or victimise people on these grounds.

## Indirect discrimination

Means applying conditions or setting requirements or asking for certain qualifications that will adversely affect one particular group more than another and cannot be justified in terms of what is actually required to do the job.

Signed 

Date 12<sup>th</sup> January 2009

(for and on behalf of CGA management Ltd)

Review date: 12<sup>th</sup> January 2010