

It is Valiant's policy to treat all job applicants and employees fairly and equally, regardless of sex, pregnancy, trans-gender status, sexual orientation, religion or belief, marital status, civil partnership status, age, race, colour, nationality, national or ethnic origins or disability. The organisation will monitor the composition of the workforce to ensure that this policy is effective.

Through this policy and procedure and the training and development of managers and staff, the organisation will do all it can to promote good practice in this area in order to eliminate discrimination and harassment as far as is reasonably possible.

The policy applies to job applicants (both internal and external) and all employees and other workers whether full time, part time, temporary, seasonal or contract.

General Principles

Valiant is an equal opportunity employer. Equal opportunity is about good employment practices and efficient use of our most valuable asset, our employees. Every manager and employee has personal responsibility for the implementation of the policy. Any instance of doubt about the application of the policy, or other questions, should be addressed to the Managing Director, as should any requests for special training.

Valiant will not discriminate on grounds of sex, trans-gender status, pregnancy or maternity, sexual orientation, religion or beliefs, marital status, civil partnership status, race, ethnic origin, colour, nationality, national origins, disability or age, or any other grounds (whether prohibited by legislation or otherwise). The non-discrimination principle inherent in this policy includes the prohibition of discrimination against an individual because they associate with someone of a particular race, religion, sexual orientation, age, etc, for example an employee who is married to someone of a minority ethnic origin or who socialises with gay or lesbian friends.

The prohibition on discrimination applies equally to situations where someone thinks or perceives (whether rightly or wrongly) that a colleague is of a particular race, sexual orientation, religion, age, sex or that they have a disability, is a trans-gender person, or is pregnant.

The policy applies to the process of recruitment and selection, promotion, training, conditions of work, pay and benefits and to every other aspect of employment, including general treatment at work and the processes involved in the termination of employment.

Where increased pay and/or enhanced benefits are offered to employees on the basis of length of service, these are intended to reward loyalty, maintain motivation and reflect higher levels of relevant experience. Valiant does not operate any compulsory retirement age, and each employee may choose for themselves when to stop working, subject to them continuing to be sufficiently fit to perform their job to a satisfactory standard.

Employees who are disabled or become disabled in the course of their employment should inform



the organisation about their disability. Management will then arrange to discuss with the employee what reasonable adjustments to their or working conditions or environment might assist them in the performance of their duties.