



## Equal Opportunities Policy

Valiant Design aims to be an equal opportunities employer, and has a policy for this purpose.

This policy covers all aspects of employment, from recruitment advertising, selection, recruitment and training to conditions of service and reasons for termination of employment.

### Procedure

Valiant Design is an equal opportunity employer. Equal opportunity is about good employment practices and efficient use of our most valuable asset, our employees. Every 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 Jane Last, as should any requests for special training.

Valiant Design will not discriminate on grounds of sex, trans-gender status, sexual orientation, religion or belief, marital status, civil partnership status, race, ethnic origin, colour, nationality, national origins, disability or on other grounds not prohibited by legislation such as age, etc.

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.

The policy applies to job applicants and all employees whether full time, part time, casual, temporary, seasonal or contract. The policy also applies equally to the treatment of the organisation's clients and suppliers.

This policy will be monitored on a regular basis by the director. Where there are issues with the way the policy is working, these will be looked at closely with a view to identifying measures to improve the effectiveness of the policy.

Signed

A handwritten signature in purple ink, appearing to read "T.S. Keeble".

T.S. Keeble  
Director