

Statement of Intent

1. **Bates Office Services Limited is an equal opportunities employer. The aim of this policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic origin, or on grounds of sex, marital status or physical disability.**
2. **This policy applies to recruitment, promotion, training, the application of grievance, disciplinary and other procedures or employee benefits and all other terms and conditions of employment.**
3. **It is the duty of all employees to accept their personal responsibility for the practical application of the policy but Bates Office Services Limited acknowledges that specific responsibilities fall upon management.**
4. **To ensure that this policy is consistently applied co-ordinating responsibility will be assigned to the Financial Director who will monitor the operation of the policy for both employees and job applicants.**
5. **To safeguard individual rights under the policy an employee who believes that Bates Office Services Limited has applied inequitable treatment to him or her within the scope of the policy should raise the matter through the appropriate grievance procedure.**
6. **To make the policy work requires more than this formal statement. The policy will assist the creation of the right climate for success and it is for each employee to make his or her own contribution. The policy will therefore be brought to the attention of every employee and job applicant will be kept under regular review.**



Bates Office Services Limited wishes to be known as an equal opportunities employer to the community as a whole.