



Equal Opportunities Policy

Introduction

Digital Office is an equal opportunities employer, committed to providing equality of opportunity and fairness of treatment for all. Accordingly, our Recruitment Policy aims to ensure that job applicants or existing employees do not receive less favourable treatment on the following grounds:

age, gender, gender reassignment, pregnancy, marital status or civil partnership, race, colour, ethnic or national origin, nationality, citizenship, disability, sexual orientation and religious beliefs.

Purpose

The objective of the policy is to ensure that individuals are selected, promoted, and otherwise treated solely based on their relevant aptitudes, skills, and abilities.

Management has the primary responsibility for the successful implementation of the policy by:

- Not discriminating during the course of employment against fellow colleagues, job applicants, clients, suppliers, or members of the public during their tenure with the Company.
- Not inducing or attempting to induce others to practise unlawful discrimination.
- Bringing to the attention of employees that they will be subject to disciplinary action for failure to adhere to this policy.
- Individual employees have a responsibility to ensure that they assist the Company in achieving these objectives by:
 - Not discriminating during the course of employment against fellow colleagues, job applicants, clients, suppliers, or members of the public during their tenure with the Company.
 - Not inducing or attempting to induce others to practise unlawful discrimination.
 - Reporting any discriminatory action to either Human Resources (HR), a Department Head or a company Director.

The successful operation of this policy necessitates a contribution from each employee, and all employees have an obligation to report any act of discrimination known to them.

Employees who consider that they have been a victim of unlawful discrimination, should raise the issue through the Grievance Policy.

Document Policy Change

This policy will be reviewed every 12 months.

Latest Revisions

Revision 1.5 (25/07/2023)

Understanding this Document

If an employee is unsure about any of the terms listed within this document and need clarity on any aspect, please raise a private query to the HR department.