

Equal Opportunities Policy

YSP Job Solutions Ltd's policy and rules regarding equal opportunities and non-discrimination are set out in this policy and must be strictly observed.

It is unlawful to engage in any sexual, racial or other harassment or other form of discrimination against another person (whether or not a fellow employee). Such behaviour by any of YSP Job Solutions Ltd's employees while on YSP Job Solutions Ltd's premises or during working hours is strictly forbidden. Such conduct will also not be tolerated at Company social functions outside normal working hours. Any such behaviour will be dealt with as gross misconduct under YSP Job Solutions Ltd's disciplinary procedures. The following document sets out YSP Job Solutions Ltd's policy on equal opportunities.

YSP Job Solutions Ltd is committed to a policy of treating all of its employees and job applicants equally. No employee or potential employee shall be treated less favourably on the grounds of race, colour, religion or belief, nationality, ethnic origin, sexual orientation, gender, age, disability, marital status, part-time status or intending to, undergoing or having undergone treatment to change sex. Further, no employee will be disadvantaged on the above grounds by any conditions of employment that cannot be justified as necessary due to operational reasons.

1. Principles

1.1. There should be no discrimination on account of race, colour, religion or belief, ethnic origin, sexual orientation, gender, age, disability, nationality, marital status, part-time status, intending to, undergoing or having undergone treatment to change sex.

1.2. YSP Job Solutions Ltd will appoint, train, develop, reward and promote on the basis of merit and ability.

1.3. All employees have a personal responsibility for the practical application of YSP Job Solutions Ltd's equal opportunities policy, which extends to the treatment of job applicants, employees, customers and visitors.

1.4. Special responsibility for the practical application of YSP Job Solutions Ltd's equal opportunities policy falls upon managers, supervisors and personnel staff involved in the recruitment, selection, promotion and training of employees.

1.5. YSP Job Solutions Ltd's complaint procedure is available to any employee who believes that he or she may have been unfairly discriminated against. Employees will not be victimized in any way for making a complaint of harassment or discrimination in good faith. Complaints of this nature will be dealt with seriously, in confidence and as soon as possible.

1.6. Disciplinary action will be taken against any employee who is found to have committed an act of unlawful discrimination. Serious breaches of this policy and serious incidents of harassment will be treated as gross misconduct. Allegations of discrimination which are not made in good faith will also be considered as a disciplinary matter. Confidential records of ongoing matters dealt with in accordance with this policy will be kept.

1.7. In the case of any doubt or concern about the application of this policy in any particular instance, please consult your Manager.

1.8. YSP Job Solutions Ltd will keep under review its policy procedures and practices on equal opportunities.