

AA Global Language Services

EQUAL OPPORTUNITIES POLICY

AA Global Language Services Ltd is fully committed to the principle of equal opportunities in recruitment and employment and opposes all forms of unlawful or unfair discrimination including those on the grounds of:

- age
- disability
- ethnic or national origin
- HIV status
- marital status
- nationality (including citizenship)
- race
- religion
- sex
- sexual orientation
- ex-offenders

In order to comply with the following legislation: The Race Relations Act 1976; The Race Relations (Amendment) Act 2000; The Rehabilitation of Offenders Act 1974; The Local Government Act 1988 and 1999; Disability Discrimination Act 1995; Sex Discrimination Act 1976; The Equal Pay Act 1970; Gender Reassignment 1999; Employment Equality (Religion or Belief) Regulations 2003 and the Employment Equality (Sexual Orientation) Regulations 2003. AA Global's policies ensure that we do not to treat one group less favourably than others because of their gender, colour, race, nationality, ethnic original, religion, sexuality or age in relation to decisions to recruit or promote employees.

2. **AA Global Language Services Ltd** aims to treat all employees with dignity and respect and provide a working environment free from all discrimination. It will conduct its affairs at all times in a manner that is consistent with this aim.
3. **AA Global Language Services Ltd** believes that it is in the organisations best interests, and of those that work in it, to ensure the human resources, talents and skills available throughout the country are considered when employment opportunities arise.
4. To this end, within the framework of the law, **AA Global Language Services Ltd** is committed to achieving and maintaining, whenever practicable, a workforce which broadly reflects the entire country.
5. Every possible step will be taken to ensure that employees, job applicants and clients are treated equally and fairly and that decisions on recruitment, selection, training, promotion, pay and career management are based solely on objective and job related criteria.
6. It is up to the management and employees themselves to promote equality of opportunity for everyone. Individuals, therefore, at all levels are responsible for ensuring that their own conduct, in the exercise of **AA Global Language Services Ltd** affairs, is consistent with this equal opportunities policy. In particular they must not:
 - discriminate against colleagues, other employees or job applicants, or harass them;
 - induce, or attempt to induce, other employees to practice unlawful discrimination;
 - victimise individuals who have made allegations or complaints of discrimination, or provided information about such discrimination.

7. Management and supervisors at all levels are expected to set an example in non- discriminatory behaviour and to ensure, as far as reasonably practicable, that employees act in accordance with this policy.
8. **AA Global Language Services Ltd** will treat seriously any breaches of this policy and all instances, or alleged inappropriate behaviour, will be fully investigated and may be subject to **AA Global Language Services Ltd** disciplinary procedures.
9. **AA Global Language Services Ltd** will identify any scope for the provision of training and encouragement to assist in overcoming barriers to progression and appointment.
10. In order to achieve effective implementation of the policy, **AA Global Language Services Ltd** will ensure that this Policy Statement is brought to the attention of all employees and our compliance reviewed at regular meetings of the Board of Directors.