

SMITH DAVIS PRESS EQUAL OPPORTUNITIES POLICY - COMMUNICATED TO ALL STAFF DURING INDUCTION AND FOLLOWING ANNUAL REVIEW

Smith Davis Press operates in a diverse society with staff, customers and business contacts of different races, religious backgrounds, genders, abilities and disabilities.

It is the company's policy, in all its dealings, to recognise and value this diversity and encourage acceptance, tolerance and a non-discriminatory culture.

In no way will a person's race, religious background, gender, sexuality or disability affect the company's judgement on recruitment, selection, training, promotion or in disciplinary situations or dismissal.

We strive to promote equal opportunities in our recruitment processes. These policies are made known to staff during their induction.

Harassment, discrimination and victimisation on any of the grounds above are totally unacceptable and are outlined as disciplinary offences in the company's disciplinary procedure.

The company's directors Andrew Jackson and David Smith are personally responsible for promoting the effective implementation and positive adoption of this policy and should be approached by employees with any concerns over its implementation or ideas to develop the policy.

Staff, customers and business contacts will not receive less favourable treatment on the grounds of race, colour, ethnic origins, gender, disability, religion or marital status.

The company not only makes it clear in all recruitment advertising that it is an equal opportunities employer, but also widely advertises recruitment opportunities on the internet, through graduate recruitment sites and at job centres.

Our Equal Opportunities Policy is reviewed on an annual basis following consultation with staff.

Because of the widespread advertising and notification of our job vacancies we are pleased to attract job applications from a wide variety of different ethnic groups. All applications are judged and recruitment carried out on applicants' individual merits, skills and experience.