



EQUAL OPPORTUNITIES POLICY STATEMENT

Soumac Assembly Services is an equal opportunity employer and is committed to a policy of treating all its employees and job applicants equally. Soumac Assembly Services will avoid unlawful discrimination in all aspects of employment including recruitment and selection, promotion, transfer, opportunities for training, pay and benefits, other terms of employment, discipline, selection for redundancy and dismissal.

It is the policy of Soumac Assembly Services to take all reasonable steps to employ and promote employees on the basis of their abilities and qualifications without regard to particular characteristics e.g. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sex and/or sexual orientation. Soumac Assembly Services will appoint, train, develop and promote on the basis of merit and ability alone.

Employees must not harass, bully or intimidate other employees for reasons related to one or more of the protected characteristics. Such behaviour will be treated as potential gross misconduct under the company's disciplinary procedure. Employees who commit serious acts of harassment may also be guilty of a criminal offence.

The recruitment process will be conducted in such a way as to result in the selection of the most suitable person for the job in respect of abilities and qualifications. The company is committed to applying its equal opportunities policy at all stages of recruitment and selection.

Advertisements will aim to positively encourage applications from all suitably qualified people. When advertising job vacancies, in order to attract applications from all sections of the community, the company will, as far as reasonably practicable; ensure advertisements are not confined to those areas or publications which would exclude or disproportionately reduce the numbers of applicants and void setting any unnecessary provisions or criteria which would exclude a higher proportion of people with a particular protected characteristic.

Where vacancies may be filled by promotion or transfer, they will be published to all eligible employees in such a way that they do not restrict applications from employees with a particular protected characteristic.

The selection of new staff will be based on the job requirements and the individual's suitability and ability to do, or to train for, the job in question. Person specifications and job descriptions will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment, promotion or transfer will be assessed objectively against the requirements for the job.

Soumac Assembly Services will take such measures as may be necessary to ensure proper training and supervision in order to familiarise employees with the company's policy on equal opportunities, and in order to help them identify discriminatory acts or practices and to ensure that they promote equal opportunity.

Soumac Assembly Services will provide training to all employees to help them understand their rights and responsibilities under the company's equal opportunities policy and what they can do to create a work environment that is free from discrimination, bullying and harassment.

Where a promotional system is in operation, the assessment criteria will be examined to ensure that they are not discriminatory. The promotional system will be checked from time to time in order to assess how it is working in practice.

Soumac Assembly Services is committed to equal pay and equality of terms in employment. It believes its male and female employees should receive equal pay where they are carrying out like work, work rated as equivalent or work of equal value. In order to achieve this, the company will endeavour to maintain a pay system that is transparent, free from bias and based on objective criteria.