



Equal Opportunities Policy

Marketing Zone is committed to a policy of treating all employees and job applicants equally. No employee or potential employee will receive less favourable treatment or consideration on the grounds of age, disability, race, colour, nationality, ethnic origin, sex, sexual orientation, marital status, religion or belief, or be disadvantaged by any conditions of employment or requirements that cannot be justified as necessary on operational grounds.

The Directors have overall responsibility for Equal Opportunities within the company.

Principles of this Policy

- The main principles of this policy apply equally to all our employees, and can be summarised as follows:
- There should be no discrimination on the basis of age, disability, race, colour, nationality, ethnic origin, sex, marital status, sexual orientation, religion or belief.
- Staff should work within the spirit as well as the letter of the law, helping to create a comfortable working atmosphere in which everyone is treated with respect.
- It is the duty of all staff to co-operate with this policy to ensure equal opportunities and non-discrimination.
- Marketing Zone will appoint, train, develop and promote on the basis of merit and ability.
- All staff have personal responsibility for the practical application of the company's equal opportunities policy.
- Anyone involved in the recruitment, selection, promotion or training of employees has a special responsibility for the practical application of our equal opportunities policy.
- People may have additional training needs for which provision should be made.
- Our grievance procedure is available to any employee who believes that they may have been discriminated against unfairly.
- Any employee who is found to have committed an act of unlawful discrimination may face disciplinary action. Harassment or bullying on the grounds of sex, sexual orientation, race or religion or for any other discriminatory reason will be treated as gross misconduct. For this purpose, harassment is defined as any unwanted conduct, which violates another's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for another person or is intended to have one of those effects.

In pursuing this policy: -

- Marketing Zone encourages flexible working practices whenever practicable.
- All vacancies have a job description.
- All employment criteria must be justifiable according to the requirements of the position.

In the case of any doubt or concern about the application of the policy in any particular instance, the employee should contact the company's directors.

Marketing Zone is committed to an annual review of this policy's application.