

EQUAL OPPORTUNITIES POLICY STATEMENT

Welwood Special Projects Ltd are an equal opportunities employer. Every executive, manager and employee has a personal responsibility for the implementation of the policy. Any instance of doubt with the application of the policy or other questions, should be addressed to the HR Manager.

Welwood Special Projects Ltd is committed to a policy of equal opportunities for all employees regardless of their sex, marital status, race, sexual orientation or disability, (or on any other grounds of discrimination, currently not prohibited by legislation) and this applies to opportunities for promotion, training, periods of secondment and benefits.

The policy applies to the advertisement of jobs, recruitment and appointments to them, conditions of work, pay and to every other aspect of employment. The policy applies equally to the treatment of our clients.

All employees have a responsibility to apply this principle in practice.

You are referred to the Company's Equal Opportunities Policy Statement which you have the right to see and is available from your Supervisor/ Manager.

Disability Discrimination Act 1995

Welwood Special Projects Ltd will consider job application forms from people with disabilities and will look at what reasonable adjustments can be made to integrate a person with a disability.

To comply with legislation and to continue to take a positive and proactive approach to the employment of people with disabilities, should you, at any time during the course of your employment, become disabled as defined in the Act, the Company will actively look at ways of continuing and securing your employment.

You must notify your Supervisor/Manager of any illness or incapacity which affects your job performance.

Sexual and Racial Harassment Policy

It is **Welwood Special Projects Ltd** aim to provide a working atmosphere which is free from sexual or racial harassment.

Sexual harassment at work is unlawful. It can reduce the effectiveness of the company by creating a threatening environment and raising sickness, absence and labour turnover. Women and men have the right to work in an environment free from sexual intimidation.

It is a serious disciplinary offence for any employee to discriminate on the grounds of sex, marital status, race, sexual orientation or disability. Any expressed concern with regard to possible discrimination or harassment will receive serious consideration by the company. The grievance procedure should be used for this purpose.

Signed:  Date: 09/01/20

Andy McEachran – Director