

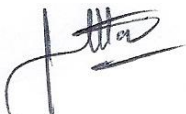


Equality Policy		
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<p>Summary</p> <p>Compliance with the equality law is very important for the provision of quality effective service for our Company as the more our staff feel confident that the company is treating them fairly and equally the more they will work hard, honestly, diligently and will always look after the interest of the company. Our equality policy provides guidelines not only to the recruiting officers but to the operations staff when they are making decision in deploying an officer to a specific site and identifying best fit for the officer and not the other way round as the more comfortable an officer is with his/her job the more productive he/she can prove to be.</p>	
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<p>Originator</p>  <p>Operations Manager</p>	<p>Approved:</p>  <p>Operations Director</p>
<p>Authorised:</p>  <p>Managing Director</p>	<p>Distribution: Master File 1 Site Manuals</p>

1 POLICY STATEMENT (Equality Law 2010)

The Directors of VSS recognise that discrimination is unacceptable and although equality of opportunity has been a long standing feature of our employment practices and procedure, we have made the decision to adopt a formal equal opportunities policy. Breaches of the policy will lead to disciplinary proceedings and if appropriate, disciplinary action.

The aim of the policy is to ensure compliance to Equality Law 2010 and to ensure that no job applicant, current or former employee or worker whether full-time or part-time receives less favourable treatment either directly or indirectly on the grounds of their race, colour, nationality, ethnic or national origin, sex, marital status, gender reassignment, sexual orientation, religion or belief, disability or age.

2 Definitions

1.2.1 Direct Discrimination

Direct discrimination occurs when a person is treated less favourably than another on the grounds of their gender, marital status, sexual orientation, race, ethnic origin, disability, nationality, religious belief or age.

1.2.2 Indirect Discrimination

Indirect discrimination can occur when a provision, criterion or practice, which cannot be justified on grounds other than gender, marital status, sexual orientation, race, ethnic origin, nationality, religious belief or age, is applied equally but has the effect in practice of disadvantaging a considerably higher proportion of persons in one or other of the groups listed above.

1.2.3 Disability Discrimination

Disability discrimination occurs when, for a reason related to his/her disability, a disabled person is treated less favourably than other people and this treatment cannot be justified. It also occurs when an employer fails to comply with the duty to make a reasonable adjustment.

1.2.4 Victimisation

Victimisation occurs when a person is treated less favourably than another because that person has, for example, asserted rights under any of the discrimination laws or has helped another person to assert such rights or given information to the relevant statutory body, or because it suspected that the person might do any of these things.

1.2.5 Harassment

Harassment occurs where on the grounds of gender, marital status, sexual orientation, race, ethnic origin, nationality, disability, religious belief or age, a person engages in unwanted conduct which has the purpose or effect of violating another person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for him.

3 Implementation

The HR Manager and Operations Director have responsibility for the effective implementation of this policy. However, we expect all of our employees to abide by this policy and help create an equality environment. In order to implement this policy we will ensure that:

- The policy is communicated to all employees by the Staff Handbook.
- A statement of intent with regard to equality of opportunity is placed on all job advertisements and as far as possible made known to all job applicants.
- VSS will also ensure that the policy is circulated to any agencies responsible for our recruitment.
- The policy will be communicated to all private contractors reminding them of their responsibility towards the equality of opportunity.
- Directors, Managers and Supervisors are aware of their responsibilities and are given appropriate training by the Human Resources Director.
- The Equal Opportunities Policy will be provided on all induction programmes and management courses.
- A system is set up to collect statistical data on the composition of our work force.
- Adequate resources are made available to fulfil the aims and objectives of this policy.
- The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.

4 Affirmative Action

Where appropriate, lawful positive action measures such as special encouragement in job advertisements or special training will be developed. Measures such as this are available to us in circumstances where there is an under-representation of a particular group in specific areas of work.

5 Monitoring and Review

This Policy will be reviewed annual or sooner if there is a change in legislation. Consideration will be given, if necessary, to adjusting the policy to afford a greater equality of opportunities to all applicants and staff.

6 Recruitment and Selection

VSS recognises that the recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.

- Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
- Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any Personnel specifications.
- VSS will adopt a consistent, non-discriminatory approach to advertising of vacancies.
- VSS will not refine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.
- All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
- All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
- Short-listing will be carried out by more than one person where possible.
- Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
- Selection decisions will not be influenced by any perceived prejudices of other staff.

7 Complaints

Employees who believe they have suffered any form of discrimination, victimisation or harassment are entitled to raise the matter through the Company Grievance Procedure. A copy of this procedure is available in the Staff Handbook. All complaints of discrimination will be dealt with seriously, promptly and confidentially. Every effort will be made to ensure that employees making complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may lead to dismissal.

8 Responsibilities

All employees have a responsibility to accept their personal involvement in the practical application of this policy but specific responsibility falls upon managers, supervisors and staff provisionally involved in recruitment, employee administration and training.