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## **EQUAL OPPORTUNITIES POLICY**

### **1. Statement of Intent**

The company directors are committed to the principles of equal opportunities and eliminating discrimination in every aspect of the work of the company. We will strive to ensure that no individual or group is treated more or less favourably than others on grounds of ethnic origin, nationality, age, disability, gender, sexual orientation, race or religion.

It is our express intention to comply completely with all legislation related to equal opportunities both to protect the company and to ensure that the culture, philosophy and processes within the organisation are free from bias.

### **2. Main Principles**

We will endeavour to manage all company activities in a way that is free from bias. Those who make decisions regarding staff appointments will be required to be aware of this policy and its practical implications for selection and appointments. Data about appointment processes will be gathered to assist and help improve those processes.

We will ensure that all staff are aware of this policy and their responsibility to abide by it.

We will not tolerate acts of unlawful discrimination and all complaints or incidents of such alleged behaviour that are within our remit will be treated with necessary confidentiality and investigated, and appropriate action taken.

### **3. Review**

We will review aspects of this policy as necessary and the whole policy will be reviewed every three years.

Stephen Wentzell  
Director  
2 August 2007