

# **QDW\_(4)-15 Dworkin® Equal Opportunities Policy Statement**

Dated: 04.05.2020

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**INTRODUCTION**

Dworkin®, by its nature and geographical footprint can almost automatically be viewed as an equal opportunities employer. Dworkin® employees are stationed throughout Europe and North Africa. When Dworkin® seeks new employees, it is purely interested in the quality of the candidate regardless entirely of their backgrounds. It is vital however that Dworkin® has a robust equal opportunities policy. By having and more importantly by applying an equal opportunities policy helps Dworkin® maintain its levels of fairness and keeps the company inline with the law. Equal opportunities for all employees is a good bedrock upon which to continue building the company in a happy and inclusive environment.

## 1. **Dworkin® company statement and purpose of policy**

Dworkin® is committed to equal opportunities for all its staff, applicants and contractors

Dworkin® company policy is that all recruitment/employment decisions are based purely on merit and the legitimate business needs of the company. Dworkin® will not discriminate on the basis of race colour or nationality, ethnic or national origins, sex, gender, sexual orientation or on any other ground under which it would be unlawful to discriminate

It is Dworkin®'s intention to allow all its employees to work in an environment which allows them to fulfil their potential without fear of discrimination, harassment or victimisation. Dworkin®'s commitment to equal opportunities extends to all aspects of its working relationships including:

- Recruitment and selection procedures
- Contractual terms of employment including pay, conditions and benefits
- Training, appraisals, career development and promotion
- Work practices, conduct, allocation of tasks, discipline and greivances
- Work related social events
- Termination of employment and matters after termination

This policy is intended to help Dworkin® achieve and maintain its diversity and anti-discrimination goals by clarifying the responsibilities and duties of its employees in respect of equal opportunities and discrimination.

The principles of non discrimination and equal opportunities also apply with regard to the treatment of clients, visitors, contractors, suppliers and ex-employees.

This policy is a mandatory company statement to which all Dworkin® employees and contractors are bound to adhere to.

## 2. **Who's responsible for equal opportunities?**

Achieving an equal opportunities working environment is everyones responsibility shared equally between Dworkin® management and all its staff. This policy and the rules expressed within it apply to all Dworkin® personnel at all levels.

Dworkin® senior management have the overall responsibility for the implementation of this policy including discrimination law and equal opportunity law. Dworkin® do not have persay an HR department, therefore it is incumbent upon all employees to maintain the correct attitudes and demeanour with all matters involving equal opportunities.

All Dworkin® employees have a both moral and personal responsibility to ensure that this policy is adhered to at all times, it is the Dworkin® ethos that everyone with whom employees and contractors come into contact with is treated, with dignity and respect. Treatment of all co-workers must be done with dignity and no form of bullying or discrimination is to be tolerated at any time even when said in jest. Senior members of Dworkin® have a specific responsibility to ensure that they always lead by example.

Signed  
Company Director