

The FSD Group

For Employees of:
Field Systems Designs Limited and FSD Mech Limited

EQUAL OPPORTUNITY POLICY

The FSD Group supports and promotes equal opportunity and as such does not discriminate on the grounds of sex, sexual orientation, marital status, colour, race, religion, disability or country of origin in the application of its employment policies including recruitment, selection, training and promotion. Providing all the necessary requirements of education, skill, technical qualification or experience are met then the criterion for selection is ability to perform.

The FSD Group is an equal opportunities employer. Equal opportunities are about good employment practices and the efficient use of our most valuable asset, our employees. It does not mean special treatment for some, it means maximising opportunity for all.

All employees have responsibility for the application of this policy, which will also apply to clients and potential clients as well as employees. Employees will be given a copy of this policy when they join.

A greater responsibility for implementation falls on Directors and Managers involved in recruitment, training, promotion and discipline. Such individuals will receive appropriate training in order to fulfil this responsibility.

The FSD Group recognises that the workplace should be free from anxiety and intimidation for everyone, so that all employees can work to the best of their potential. For this reason The FSD Group has a Harassment Policy. This is a separate policy, which is given to all employees when they join the company.

Disciplinary action will be taken against anyone who is found to have committed unlawful discrimination, which if severe will be interpreted as gross misconduct.

The FSD Group's grievance procedure is available to anyone who feels that they may have been discriminated against. The FSD Group's grievance policy states that in the first instance grievances should be raised with the employee's immediate line manager, however alternative arrangements would apply if the allegation of discrimination were against this person. In these circumstances the individual can approach a Director or the Managing Director.

The FSD Group's recruitment policy, pay review procedures and disciplinary procedures ensure fair and consistent treatment of employees and should be complied with to ensure discrimination does not take place. It is therefore a serious offence not to follow these policies. Such action may result in disciplinary action.