



Greyhound Transport Equal Opportunity Policy

This policy sets out Greyhound Transport's approach to promoting Equality of Opportunity with the primary aim of providing equality for all and preventing any form of discrimination.

Policy Statement

Greyhound Transport is committed to creating an inclusive working environment to maximise the potential of all staff, providing equal opportunities in all aspects of employment and avoiding unlawful discrimination at work. Greyhound Transport will not tolerate discrimination, harassment, bullying or victimisation of employees or third parties who do work on Greyhound Transport's behalf.

Principles

The key principles of this equal opportunities policy are to:

- provide equality for all
- promote an inclusive culture
- respect and value differences of everyone
- prevent discrimination, harassment and victimization
- promote and foster good relations across the workforce and with partners

This means being aware of the impact of our behaviour and thinking about the impact of employment policies and our programmes in the UK and overseas on people from the protected groups listed below.

The Law

Our policy is governed by the Equality Act which makes it unlawful to discriminate directly or indirectly, in recruitment or employment because of a protected characteristic. The protected characteristics are:

- age
- disability
- gender (or sex)
- gender reassignment
- race
- religion or belief
- sexual orientation
- pregnancy and maternity
- marriage and civil partnership

We will make sure that all our staff and sub-contractors are aware of our Equal Opportunities Policy, and where applicable will make them aware of their responsibilities. All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the grounds named above. Decisions about

recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

The working of the Equal Opportunities Policy will be monitored by the Selina Carter, Director on an annual basis, or sooner if necessary.

Dealing with complaints

It is recognised that many individuals may be unwilling to make a complaint regarding equal opportunities, for a variety of reasons, including:

1. . Fear that others will consider that behaviour trivial
2. . Fear of retaliation and/or public humiliation
3. . Fear that the complaint will not be taken seriously

Such concerns may make an individual choose to leave the organisation, or change their job. Greyhound Transport regards this as unacceptable. It is important that employees should feel able to raise concerns without fear and in the knowledge that their complaint will be taken seriously. All complaints will receive prompt attention and will be properly investigated. We will seek to resolve them as quickly as possible. Sometimes it may be possible for an employee affected by the behaviour of another simply to ask the harasser to stop, or make it clear that the behaviour is unwelcome. If this is appropriate then the employee should do this. However, such an approach may not be appropriate and employees should feel able to raise matters at any time with their Director Selina Carter under the business's existing Grievance Procedure.