625 Garratt Lane
London
SW18 4SX
Phone: 0208-715-4058
Mob:- 0781-452-4680
0782-577-7789

Equal Opportunities Policy

- Switched on London Ltd recognise that everyone has a contribution to make to our society and a right to equal opportunity. No job applicant or employee, member, volunteer or organisation/individual to which we provide services will be discriminated against by us on the grounds of:
    - gender (including sex, marriage, gender re-assignment);
    - race (including ethnic origin, colour, nationality and national origin); disability;
    - sexual orientation;
    - religion or belief;
    - age.
- We aim to promote equal opportunities, eliminate discrimination and eliminate harassment through the following:
    - Opposing all forms of unlawful and unfair discrimination.
    - All employees (whether part-time, full-time or contractors) and beneficiaries will be treated fairly and with respect.
    - All vacancies will be advertised internally and externally simultaneously and will include a statement on equal opportunities.
    - Selection for employment/apprenticeships, promotion, training or any other benefit will be on the basis of aptitude and ability. All selection/rejection decisions will be recorded.
    - All employees/volunteers/members will be helped and encouraged to develop their full potential and the talents and resources of individuals will be fully utilised to maximise the efficiency of the organisation.
- All employees have a legal and moral obligation not to discriminate and to report incidents of discrimination against any individual or group of individuals to the directors.

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Our commitment:

- To create an environment in which individual differences and the contributions of all our staff and beneficiaries are recognised and valued.
- Every employee, contractor and beneficiary is entitled to be part of an environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.
- Equality is good management practice and makes sound sense.
- **Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary/legal proceedings.**
- This policy is fully supported by the management and has been agreed with staff and contractors
- The policy will be monitored and reviewed annually.

The successful implementation of this policy depends on the awareness and commitment of all staff. Hence, all new staff/contractors will be made aware of it's existence on joining the company, and reminded they must conform with it on a regular basis.

Signed:

David Lyons Whyte
Director of Switched on London Ltd

James Lyons
Director of Switched on London Ltd