

## Grievance, Disputes and Disciplinary Procedures

All allegations of sex or racial discrimination or discrimination on the grounds of disability or sexual orientation will be dealt with seriously, confidentially and speedily. The employer will not ignore or treat lightly grievances or complaints from members of a particular sex or racial group on the assumption that they are over sensitive about discrimination.

## Monitoring Equal Opportunity

The employer will regularly monitor the effects of selection decisions and personnel practices and procedures in order to assess whether equal opportunity is being achieved. The employer will, from time to time, look at:-

- the sex and ethnic composition of the work force of each department and changes in distribution over periods of time
- the selection decisions for recruitment, promotion, transfer and training, according to the sex or racial group of candidates, and the reasons for those decisions.

The employer will, from time to time, review the selection criteria and personnel procedures to ensure that they do not include requirements or conditions which constitute, or may lead to, unlawful indirect discrimination.

Signed

A handwritten signature in black ink, reading "L Murphy". The signature is written in a cursive, slightly stylized font.

Lee Murphy

Director

Dated: 2nd January 2026