



CLEANING SERVICES

EST 2005

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Equal Opportunities Policy

EQOP101 - July 2020

Capitol is committed to providing a working environment in which employees are able to realise their full potential and to contribute to its business success irrespective of their sex, race, sexual orientation, disability, marital status, part time status, age, religion or belief. This is a key employment value to which all employees are expected to give their support.

In order to create conditions in which this goal can be relied, the company is committed to identifying and eliminating unlawful discriminatory practices, procedures and attitudes throughout the Company. The company expects employees to support this commitment and to assist in its realisation in all possible ways.

Specifically, the Company aims to ensure that no employee or candidates is a subject to unlawful discrimination, either directly or indirectly, on the grounds of sex, race, sexual orientation, disability, marital status, part time status, age, religion or belief. this commitment applies to all aspects of employment, including:

- recruitment and selection, including advertisements, job descriptions, interview and selection procedures;
- training;
- promotion and career development opportunities
- terms and conditions of employment, and access to employment related benefits and facilities;
- grievance handling and the application of disciplinary procedures ; and
- selection for redundancy.

Equal Opportunities practice is developing constancy as social attitudes and legislation change. The Company will keep its policies under review and will implement changes where these could improve equality of opportunity. this commitment applies to all the Company's employment policies and procedures, not just those specifically connected with equal opportunities.

Lance Edwards

Director



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