



Equal Opportunities and Diversity Policy

(last reviewed Jan 2010)

Objective: to provide equal opportunities within our business for all

General

Host aims to provide an inclusive community which values diversity and maintains a working and learning environment in which the rights and dignity of its entire staff are respected to ensure the success of the company and the ability to provide excellent services to our clients and customers.

Our collective commitment

No prospective or actual employee will be treated less favourably than any other, whether before, during or after their employment with Host on one or more of the following grounds, (except when such treatment is within the law and determined by lawful requirements): age, race, colour, disability, ethnic origin, marital status, nationality, national origin, parental status, race, religion or belief, gender, sexual orientation, or length/type of employment contract (e.g. part-time or fixed-term).

This policy applies to (but is not limited to) advertising of jobs, recruitment and selection, training and development, opportunities for promotion, conditions of service, benefits, facilities and pay, health and safety, conduct at work, grievance and disciplinary procedures and termination of employment.

In order to realise our commitment, Host will:

Promote the aims of this policy, **be proactive** in eliminating discrimination, (including harassment and bullying), through training and the production and dissemination of codes of practice and guidance, **have regard** to its obligations under relevant legislation and ensure that policies are changed to meet new demands. **Whilst acknowledging** that they are not legally binding, have regard to any Codes of Practice issued or adopted by the Commission for Equality and Human Rights, **Make this policy**, as well as all codes of practice and guidance, available to all our staff, and **regularly** review the terms of this policy and all associated codes of practice and guidance.

This policy applies to all employees, customers, suppliers and visitors of Host whether employees are permanent, temporary, casual, part-time, agency workers or on fixed-term contracts.

Host Employees have a duty to act in accordance with this policy, and to treat colleagues with dignity at all times and not to discriminate against or harass other members of staff, whether junior or senior to them. Host takes seriously any breach of this policy. Disregard of this policy may result in disciplinary action up to and including dismissal. Host encourages any prospective or current member of staff who has a complaint concerning a breach of this policy to bring such a complaint to our attention.

At Host we ask people to put themselves in the position of the person they are dealing with or providing a service for. Can you genuinely say that you are happy with the service you have given your customer or colleague?


a different taste