



Equal Opportunities Policy

CSC Fleet Services Ltd provide quality service for their customers and aim to be an equal opportunity employer.

This policy has been devised to cover all aspects of employment, from vacancy advertising, selection recruitment and training to conditions of service, pay and reasons for termination of employment.

CSC Fleet Services Ltd will:

- Ensure that we operate effectively, and maintain records of employees' and applicants' racial origins, gender and disabilities.
- Comply long term with the aim that the composition of our workforce should reflect that of the community in line with the Race Relations Act 1976, as amended by the Race Relations (Amendment) Act 2000.
- Conform to the Sex Discrimination Act 1975, the Racial Equality's Code of Practice for Employment 1983, Disability Discrimination Act 1995 and the Employment Equality (Age) Regulations 2006 with respect to our selection criteria.
- Constantly review our selection process to ensure that it is justifiable on non-discriminatory grounds as being essential for the effective performance of the job.
- Wherever possible, women, minorities and disabled persons will be involved in the short-listing and interviewing processes. Reasons for selection and rejection of applicants for vacancies must be recorded.
- Ensure equal pay for those employees of different sex/race/physical ability who carry out the same job under the Equal Pay Act 1970.
- Aid those with special needs, and/or assistance with understanding of English (especially if it is not that persons' first language).

This policy is reviewed by senior management on an annual basis and, in the instance of a major change affecting the business, updated accordingly.