



Equal Opportunities Policy

Address:

5 Sovereign Court,
8 Graham St, Birmingham,
B1 3JR
Contact: 02039838555
Email: info@4SSG.co.uk
Web: <https://4ssg.co.uk/>

1. INTRODUCTION

4SSG UK Limited ("the Company") is committed to providing equal opportunities in employment and to avoiding unlawful discrimination in the workplace. This policy sets out the Company's approach to ensure compliance with anti-discrimination laws, including the Equality Act 2010, and our dedication to fostering an inclusive working environment for all employees, including those under our sponsorship.

2. SCOPE

This policy applies to all employees, job applicants, agency workers, contractors, and volunteers. It also covers all aspects of employment, including recruitment, promotion, training, and termination of employment.

3. PRINCIPLES

The Company prohibits discrimination, harassment, and victimisation on the grounds of the following protected characteristics

- a.** Age
- b.** Disability
- c.** Gender reassignment
- d.** Marriage and civil partnership
- e.** Pregnancy and maternity
- f.** Race (including colour, nationality, and ethnic or national origin)
- g.** Religion or belief
- h.** Sex
- i.** Sexual orientation

4. RESPONSIBILITIES

A. Management Responsibilities

- a.** Ensure compliance with this policy and anti-discrimination laws.
- b.** Promote a culture of respect and inclusion.
- c.** Take prompt action to address any complaints or breaches of this policy.

B. Employee Responsibilities

- a.** Treat colleagues, clients, and stakeholders with respect and without discrimination.
- b.** Report any concerns about discrimination, harassment, or victimisation promptly.
- c.** Cooperate fully in any investigations related to breaches of this policy.



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5. RECRUITMENT AND SELECTION

The Company ensures that all job opportunities are advertised and filled based on merit, qualifications, and abilities. Selection processes are designed to eliminate bias, and reasonable adjustments will be made to support disabled applicants.

6. SPONSORED EMPLOYEES

The Company is committed to ensuring that employees under sponsorship are treated equally and fairly. Their terms and conditions, opportunities for progression, and access to training are on par with all other employees. Any additional support required to comply with sponsorship duties will be provided without discrimination.

7. TRAINING AND DEVELOPMENT

All employees have access to training and development opportunities based on their role, performance, and business needs. The Company ensures that these opportunities are offered fairly and inclusively.

8. DEALING WITH COMPLAINTS

Any employee who believes they have been subjected to discrimination, harassment, or victimisation should report the matter to their line manager or the HR department. All complaints will be taken seriously, investigated promptly, and handled confidentially. The Company prohibits retaliation against individuals who raise concerns or participate in investigations.

9. BREACHES OF POLICY

Breaches of this policy will be treated as misconduct and may result in disciplinary action, including dismissal. Serious breaches may also result in legal consequences.

10. MONITORING AND REVIEW

The Company will regularly review this policy to ensure its effectiveness and compliance with legal requirements. Updates will be communicated to all employees.

11. FURTHER SUPPORT

For additional guidance on this policy or related issues, employees should contact the HR department.



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1. ACKNOWLEDGE:

All employees must read and acknowledge this policy by signing below.

Employee Name: _____

Employee Signature: _____

Date: _____

2. POLICY REVIEW:

This Equal Opportunities Policy will be regularly reviewed by the HR Manager and updated as necessary.

The Managing Director shall review this policy annually or follow significant changes.

A handwritten signature in black ink, appearing to read 'Nadeem Hussain'.

Nadeem Hussain

4SSG UK Limited

This policy is reviewed on 01 – 08 – 2024