

EQUAL OPPORTUNITIES POLICY

Moores Furniture Group designs, manufactures, delivers and installs indoor furniture and associated products. The items are primarily constructed from melamine-faced chipboard, medium density fibre-board and other 'wood' products.

The Company is an equal opportunity employer. Equal opportunity encompasses good employment practice for our most valued asset, our employees. Every manager and employee has personal responsibility for the implementation of the policy.

It is this organisation's policy to treat all job applicants and employees fairly and equally, regardless of their sex, trans-gender status, sexual orientation, religion or belief, marital status, civil partnership status, age, race, colour, nationality, national origins, ethnic origin, disability or pay rate.

It is also the policy of the Company to ensure that people are free from perceived discrimination or associated discrimination relating to the areas mentioned above.

It may be necessary to monitor the effectiveness of this equal opportunities policy through gathering relevant data about applicants and employee. The organisation guarantees that any information gathered will be processed in accordance with the Data Protection Act and the information will be used solely for the purpose of monitoring the effectiveness of its Equal Opportunities Policy.

Through this policy and procedures and the training and development of managers and staff, the organisation will do all it can to promote good practice in this area to eliminate discrimination or harassment.

Employees should note that the imposition of any provision, criterion or practice which has a disproportionate adverse impact on someone on grounds of his or sex, trans-gender status, sexual orientation, religion or belief, marital status, civil partnership status, age, race, colour, nationality, national origins, ethnic origin, disability or pay rate will be unlawful unless it can be objectively justified as an occupational requirement.

In the event of any query or doubt, the Human Resource Department should be consulted.

Scope

The policy applies to the process of recruitment and selection, promotion, training, conditions of work, pay and benefits, general treatment at work and any other opportunities relating to employment.

Where increased pay and / or enhanced benefits are offered to employees based on length of service, these are intended to reward loyalty and maintain motivation.

The policy applies to job applicants (both internal and external) and all employees regardless of employment status.

Other Company policies relating to the Equal Opportunities Policy are the Bullying and Harassment, Pay & Reward, Sickness Absence, Masco Ethics, Resourcing and Retirement policies.

Raising a Complaint

All employees have the right to work in an environment free from discrimination of any form. The Company operates a zero-tolerance approach to discrimination in the workplace and any acts of harassment will be referred to the disciplinary procedure.

Employees who feel discriminated against by the Company or by another employee should use the Grievance Procedure or the Bullying and Harassment Procedure to complain about discriminatory conduct. The organisation is committed to ensure that staff feel comfortable about raising such complaints. No individual will be penalised for raising such a complaint unless the substance of the complaint is untrue or the complaint is made in bad faith, for example out of malice.

Where an employee is falsely accused of discriminatory conduct, then he or she may implement the organisation's grievance procedure. In this instance, the person who made the false accusation may be subjected to disciplinary action.

Disability Adjustments

A disability is defined as a physical or mental impairment which has a long term and substantial impact on a person's ability to carry out normal day-to-day activities if it affects:

- Mobility
- Manual dexterity
- Physical co-ordination
- Continence
- Ability to lift, carry or move everyday objects
- Speech, hearing or eyesight
- Memory or ability to concentrate, learn or understand
- Perception of the risk of physical danger

Employees who are disabled or become disabled during their employment should inform the organisation about their disability. Management will then arrange to discuss with the employee what positive action and reasonable adjustments can be made to his or her job or working conditions or environment that might assist him or her in the performance of his or her duties. This may include adjustments to work equipment, working hours, roles and responsibilities etc.

The impact of adjustments on the individual and the business must be included when considering reasonable adjustments.

The employee will also be encouraged to suggest any adjustments that he or she believes would be helpful. Careful consideration will be given to any proposals and, where reasonable and reasonably practicable such adjustments will be made. There may, however, be circumstances where it will not be reasonable or reasonably practicable for the organisation to accommodate proposals put forward by the employee.

The Equal Opportunities Policy is communicated to all persons working for the organisation, with copies available to customers and the general public via Moores website <http://www.moores.co.uk/>.



S Parkin
Chief Executive Officer