

## EQUAL OPPORTUNITIES POLICY AND PROCEDURE

Intertrain believes that its workforce should reflect the community and that all groups within that community should have an equal share of the company's employment opportunities, regardless of gender, colour, race or creed.

Procedures will ensure those qualifications; skills and previous experience are called for only where it is really necessary to do the job. It is not enough just to say; "We do not discriminate". Staff members are instructed to ensure that this Equal Opportunities Policy is carried out fairly and conscientiously.

Intertrain is a non-discriminatory organisation with a belief in giving equal opportunity and support to all, no matter what race, gender or sexual orientation.

**Intertrain is committed to the delivery of training in a manner, which conforms to the relevant safety legislation and the applicable Railway Group Standards.**

Managers and Trainer/Assessors are encouraged to take action in eliminating any sexual or racial harassment at work. This can include both physical and verbal abuse and persistent unwanted sexual advances. Disciplinary action may be taken against anyone contravening this procedure.

Staff and visitors can report direct to senior management any complaints or grievances under this heading.

All employees have the right to discuss their own personal record with the company's management.

Recruitment training and promotions will be reviewed on a regular basis to ensure that the requirements of this policy are adhered to.

Signed .....Director

Date .....