

Equal Opportunity Policy



Hornbill operates under a strict equal opportunities policy.

Statement of equal opportunity policy

1. Hornbill is fully committed to the principle of equal opportunities in recruitment and employment and opposes all forms of unlawful or unfair discrimination including those on the grounds of:
 1. age
 2. disability
 3. ethnic or national origin
 4. HIV status
 5. marital status
 6. nationality (including citizenship)
 7. race
 8. religion
 9. sex
 10. sexual orientation
2. Hornbill aims to treat all employees with dignity and respect and provide a working environment free from all discrimination. It will always conduct its affairs in a manner that is consistent with this aim.
3. Hornbill believes that it is in the company's best interests, and of those that work in it, to ensure that the human resources, talents, and skills available throughout the country are considered when employment opportunities arise.

4. Every possible step will be taken to ensure that employees and job applicants are treated equally and fairly and that decisions on recruitment, selection, training, promotion, pay and career management are based solely on objective and job-related criteria.
5. Criteria for dismissal, including redundancy, will be solely those consistent with the provisions of our Disciplinary and Dismissals Procedure.
6. Individual employees at all levels are responsible for ensuring that their own conduct, in the exercise of Hornbill's affairs, is consistent with these equal opportunities policy. They must not:
 1. discriminate against colleagues, other employees, or job applicants, or harass them.
 2. induce, or attempt to induce, other employees to practice unlawful discrimination.
 3. victimise individuals who have made allegations or complaints of discrimination or provided information about such discrimination.
7. Management and supervisors at all levels are expected to set an example in non-discriminatory behaviour and to ensure, as far as reasonably practicable, that employees act in accordance with this policy.
8. Hornbill will treat seriously any breaches of this policy and all instances of actual, or alleged inappropriate behaviour, will be fully investigated and may be subject to our disciplinary and grievance procedures.
9. To achieve effective implementation of the policy, Hornbill will ensure that this Policy Statement is brought to the attention of all employees.

This policy ensures that Hornbill is covered by the following Legislatives: -

1. The Sex Discrimination Acts 1975 and 1986
2. The Race Relations Acts 1976
3. The Disabled Persons (Employment) Acts 1944 and 1958
4. Equal Pay Act 1970 and Equal Pay (Amendment) Regulations 1983