



Equal Opportunities Policy

Policy Statement

This document has been prepared to set out the Optima Cars Limited commitment and as a statement of its intent. The Policy will be reviewed annually to ensure effective implementation.

Optima Cars Limited is an Equal Opportunities Organisation. It is committed to the development of policies to provide for equality of opportunity in all aspects of its work. We will work to ensure that all our services are provided in a way that promotes awareness of the rights and needs of people from minority groups and enables all people to access to them.

The company will take whatever steps are necessary including, if appropriate, use of the disciplinary mechanisms laid out in the Company's HR Manual, to enforce the Policy. In addition, anyone connected to our organisation, Employee, Contractor who considers that he/she is suffering from unequal treatment on any grounds may use this policy to bring it to the Management's attention for action.

Management will bring to the attention of all Employees and Contractors the provisions of the policy and will provide such training as is necessary to ensure the effective implementation of the Policy. The Managing Director shall have responsibility for the operation of the Policy. However, all staff have a duty to do everything they can to ensure that the Policy operates in practice.

Optima Cars Limited Code of Conduct:

- People will be treated with dignity and respect regardless of race, nationality, gender, sexual orientation, disability, religion or age.
- At all times people's feelings will be valued and respected. Language or humour that people find offensive will not be used, e.g. sexist or racist jokes or terminology that is deemed derogatory.
- No one will be harassed, abused, excluded or intimidated on the grounds of their race, sex, age, nationality, disability, religion or sexual orientation.
- Foul, insulting, abusive or racist remarks will not be tolerated from anyone associated with the organisation and behaviour of this type may lead to expulsion from the organisation. Incidents of harassment will be taken seriously. If the matter cannot be resolved by way of an acceptable apology and an undertaking that the offence will not be repeated, the following action will be taken:
 - a. The person in question will be requested to attend a meeting of the full Management Board to explain their actions
 - b. In the case of a Contractor, action may be taken as appropriate and if deemed necessary their involvement with the organisation may cease.
 - c. In a case involving a member of the organisation, membership may be withdrawn.

Any directly involved person has the right to appeal against a decision made by the management who will consider that appeal before a decision is made and that decision will be final.

Urfi Hossain
Managing Director
1st January 2020