



Arab News Network (ANN)

8-9 Sovereign Park
Park Royal, London
NW10 7QP

Equal Opportunities Statement

Chalina Services limited aims to be an equal opportunities employer and we are therefore committed to treating applicants and employees in the same way regardless of sex, disability, age, race, gender reassignment, sexual orientation, marital status or civil partnership, religion or belief or pregnancy and maternity.

Recruitment

An equal opportunities statement is included with all job advertisements. We use a wide spectrum of recruitment methods in order to attract candidates which represent the diversity of the local community. We believe that we could not offer an exemplary service if we did not benefit from a wide range of skills and experience offered by a diverse mix of individuals.

Employment

Our staff handbook contains an Equal Opportunities policy which is regularly communicated to all staff. Employees are aware from the point of engagement and throughout their employment with the Company that everyone must be treated with dignity and respect and that discrimination of any kind will not be tolerated. If anyone is found to be in breach of the Equal Opportunities policy, it is likely that disciplinary action will be taken. Similarly, if anyone should feel that they have been discriminated against, they are aware that they may raise a complaint under the 'Grievance Procedure' as detailed in the staff handbook.

Monitoring

In order to ensure that no applicant or employee is disadvantaged by our recruitment, promotion, training and development policies, they are subject to regular reviews and updates where required. All updates are communicated to staff and management.

This policy is reviewed (an updated if necessary) on a regular annual basis to ensure it remains compliant with the Equality Act 2010.

Training

Those who are responsible for the management of staff are trained in how to comply with the Equality Act 2010 and the correct process to follow should and instances of unfair treatment in relation to equality be brought to their attention.