# Assessment task 2

## Organisational document

You must submit at least **one** policy document.

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| **Policy title:** | **Equal opportunity policy** |
| **Purpose:** | |
| **To treat everyone that is from different minority groups (Gender, Race, etc) equally and not focus on the differences in each person.** | |
| **Scope:** | |
| **This policy applies to everyone in the organisation regardless of the level of authority** | |
| **Definitions:** | |
| **Ensures that the organisation gives equal opportunities to every employee and bases their choice on knowledge, skill and experience that they possess just so it’s fair on everyone’s behalf** | |
| **Policy statement:** | |
| **All employees must be treated with fairness and respect, no matter who they are** | |
| **Procedures:** | |
| **Depends how badly the individual discriminated against another, they could either be let off with a warning, lose wages, or be brought to court** | |
| **Related policies and procedures:** | |
| **Recruitment Policy,** | |