

# Halagen

*Your Powerful Resource*

## **EQUAL OPPORTUNITIES & DIGNITY AT WORK POLICY**

### **Policy Statement**

The objective of this policy is to ensure equal opportunities for all employees, job applicants, customers and suppliers, irrespective of age, disability, ethnic or national origin, gender, race, religion or sexual orientation. We also aim to create a work environment free of harassment and bullying, where everyone is treated with dignity and respect.

We value our diverse customer base and the individualism that every employee and partner brings to the organisation.

We are committed to providing equal opportunities in employment and to avoiding unlawful discrimination in employment and against customers.

Our principals are as follows:

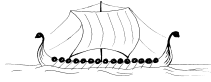
1. Employees, job applicants, partners, customers and suppliers will be treated fairly, openly, honestly, and with dignity and respect at all times.
2. No job applicant will receive less favourable treatment on the grounds of age, disability, ethnic or national origin, gender, race, religion or sexual orientation.
3. Selection of new applicants will be based solely on merit.
4. Recruitment, training and promotional opportunities will be made as widely available as possible.
5. Selection opportunities for existing employees for training and promotion will relate entirely to the job requirements.
6. Equal opportunity is all about good and fair employment practice and makes sound business sense. Everyone has the right to work and do business in an environment free of discrimination and harassment and we will not, therefore, tolerate such behaviour under any circumstance.

### **Purpose**

Halagen Limited has a written Equal Opportunities policy for the following reasons:

1. To use good employment practice for the benefit of the Company, our employees and customers and partners.
2. To demonstrate the effects of good employment practice to our staff, clients, customers and suppliers.

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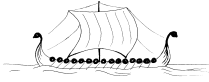
3. To provide for equal opportunity in terms of recruitment, training, development and promotion regardless of sex, marital status, sexual orientation, race, colour, creed, religion or beliefs, ethnic origin, nationality, age, disability, fixed term or part time status of our employees.
4. To comply with the legal requirements of the various Acts of Parliament that have an effect on employment, both in the letter and spirit of those Acts.

The company undertakes to inform all employees of the Company policy and Procedures in respect of Equal Opportunities, and to train those employees for whom specialist knowledge is necessary for the completion of their duties and responsibilities. This will be done by means of Induction Training for new employees, and job related training given according to the position held. Changes to policy or procedure and any new training requirements will be notified through Team Briefings.

### **Procedure**

- 1 The Policy applies to:
  - All types of advertisement of jobs (both internal and external)
  - The recruitment process
  - The appointment to the position
  - Training
  - Conditions of employment
  - Pay
  - Every other aspect of employment with the Company
  - References
- 2 The HR Director in consultation with the Line Manager concerned will prepare advertisements for jobs. This will ensure that there is no bias, or discrimination, in the conditions stated.
- 3 The HR Director and Line Managers involved in the recruitment and selection of employees will be given appropriate training.
- 4 All employees will be eligible for Learning and Development opportunities identified at corporate, team and individual level.
- 5 All employees should note that the imposition of any condition, or requirement, which has an adverse effect on someone due to his/her sex, race, marital status, age, nationality or disability etc. will be unlawful unless it can be objectively justified by business need.

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- 6 The Company is committed to creating a work environment free of harassment and bullying where everyone is treated with dignity and respect. Some harassment is unlawful discrimination and serious harassment may be a criminal offence.
  
- 7 **Employee Responsibilities:**
  - a. Every employee is required to assist the Company to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination.
  - b. Employees can be held personally liable as well as, or instead of, the Company, for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.
  - c. Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the Company's disciplinary procedure. ***Conduct of this type will often be gross misconduct which may lead to dismissal without notice.***

### **Complaints about Discriminatory Conduct**

The Company wishes to reassure employees that if they raise such a matter, it will be handled in a sensitive manner and without any recriminations, then or at a later date, unless any complaint is found to be untrue, or made in bad faith. All matters relating to potentially discriminatory conduct should be raised immediately with the HR Director or HR Executive.

Should individuals consider that they have been unfairly treated in connection with the Equal Opportunities Policy, they should either speak to the HR Director or follow the Company Grievance Procedure.

### **External Contacts**

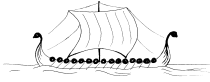
The Company requires that all employees follow the requirements of the Policy in its dealings with other parties, including clients, customers, partners and suppliers.

### **Monitoring & Reviewing**

The company will monitor on a regular basis to ensure that the Policy is working as intended, with particular reference to the recommendations of the Commission for Racial Equality. For this purpose all job applicants will be requested to anonymously complete a form that asks them to state their sex, ethnic origin and age.

The Directors will, from time to time, review the Company's written policies and procedures in order to check that they all continue to comply with this equality and dignity at work policy.

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### **Positive Action**

The monitoring of the process will enable the Company to establish that the Policy is operating correctly, and to make any necessary adjustments if any imbalances are found. Measures such as the following may be used:

- Advertising jobs in appropriate publications
- Assertiveness training.
- Encouraging persons from under-represented groups to apply for suitable positions.

If you have any queries relating to this document, or its application, please contact the Human Resources Director.

Signed ..... Date: .....

Clive Newell FCCA  
Principle Director – Halagen Limited

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