



INTEGRAL

EQUAL OPPORTUNITIES POLICY

I. POLICY STATEMENT

The Company wholeheartedly supports the principle of equal opportunities in employment.

We are unreservedly opposed to any form of direct or indirect discrimination being applied against employees of the company, or those who seek employment with the Company on the grounds of their sex, sexual orientation, race, colour, religion or religious belief system, nationality, ethnic or national origin, marital/parental status, civil partnership status, gender reassignment, trans-sexuality, disability or age.

We will take every possible step to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion career management and every other aspect of employment are based solely on objective and job related criteria and made in a non-discriminatory manner.

This Policy also covers harassment outside working hours where, for example, the Company has been brought into disrepute, the conduct creates a hostile or intimidating environment during working hours and/or the conduct has an adverse effect on a persons ability to perform their job properly.

This policy does not confer any contractual rights on individual employees. The company reserves the right to alter any of its terms at any time although you will be notified in writing of any changes.

2. OBJECTIVES

The Company recognises its obligations and responsibilities under the relevant legislation. The Company's objectives are to ensure that:

- All employees are aware of their personal responsibilities and obligations to avoid and report incidents, or alleged incidents, of acts of discrimination in accordance with this Equal Opportunities Policy. The Company will also communicate this Policy to our suppliers, clients and partners.
- Managers are aware of their personal responsibility and obligation to ensure the Equal Opportunities Policy is upheld. To investigate any allegations of discrimination, victimisation or harassment and act on the findings. To ensure fairness and impartiality in recruitment, selection, managing and developing employees.
- No applicant or employee is treated less favourably than another in accordance with this policy.
- No applicant or employee is placed at a disadvantage by requirements, conditions or procedures which have a disproportionately adverse effect on them and cannot be shown to be necessary for the satisfactory completion of the job.
- Entry into the Company and opportunities for promotion will be on the basis of suitability for the job.
- Training and development will be based solely on merit in order to fulfil our business needs.
- No individual is discriminated against in accordance with this policy in respect of selection for redundancy, short time working or dismissal.
- All employees work in an environment without discrimination, harassment or victimisation.



3. PROCEDURES

In order to ensure the effective implementation of this policy and objectives the following procedures will be adopted on a Company wide basis:

RESPONSIBILITIES

The Company will ensure that employees are made aware of the provisions of this policy and of their personal responsibilities by bringing these responsibilities to their attention on induction.

Any incidents of discrimination and/or harassment will be fully investigated and where appropriate dealt with under the Company's Discipline at Work Procedure (PER 070).

All employees have a responsibility to co-operate with and adopt the requirements of this policy.

DISCIPLINE

Behaviour and language contrary to the spirit of this policy will not be tolerated. Failure of employees to observe this procedure will lead to disciplinary action in accordance with the Company's Discipline at Work Procedure (PER 070).

PROCEDURAL REVIEWS

All techniques for recruitment, selection and training both internal and external will be reviewed by management to ensure that no unfair or unlawful discrimination has occurred.

Criteria will be reviewed to ensure that it is objective based on personal performance and merit on each occasion.

TRAINING

Employees, particularly those involved in internal/external selection issues, will receive regular update training in equal opportunities legislation and issues where necessary.

All employees will be advised of their obligations in respect of this policy at induction.

ADVERTISING

The Company will advertise as an Equal Opportunity Employer.

MONITORING

The Company will regularly monitor personal data which is collected via the Company's Equal Opportunities Questionnaire. Records held and any analysis will be compliant with data protection legislation.

COMPLAINTS / GRIEVANCE / HARASSMENT

Employees who feel they have been treated in a manner contrary to the spirit of this policy should seek recourse in accordance with the Dignity at Work Policy (PER 075).

Any complaint will be fully investigated and action taken as appropriate.



EXIT PROCEDURES

Standard exit documentation will be completed and an exit interview carried out in the respect of all employees leaving the Company.

Reasons for resignation will be recorded and analysed.

REVIEW OF POLICY

The operation of this policy and procedure will be reviewed regularly by management and updated in light of any legislative changes.