



INTEGRAL

Anti Discrimination Policy

INTRODUCTION

Integral is committed to providing a working environment free from intimidating or humiliating behaviour.

General Commitment

Integral is committed to eliminating discrimination and promoting equality and diversity. The company intends to treat everyone equally and with the same attention, courtesy and respect regardless of their race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment, age, marital or civil partnership status or disability.

Regulation and Legislation

In developing and implementing this Discrimination policy, the company is committed to complying with the following legislation, in particular:

- The Employment Act (2002)
- The Employment Relations Act (2004)
- The Sex Discrimination Act (1975)
- The Race Relations Act (1976)
- The Disability Discrimination Act (1995)
- The Equal Pay Act (1970)
- The Protection from Harassment Act (1997)
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations (2000)
- The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations (2002)
- Rehabilitation of Offenders Act (1974)
- Work and Families Act (2006)
- The Employment Equality (Age) Regulations (2006)
- The Employment Equality (sexual orientation) Regulations (2003)
- The Employment Equality (Religion or Belief) Regulation (2003)

and any relevant amendments or re-enactments of such legislation.

FORMS OF DISCRIMINATION

The following are the kinds of discrimination, which are unacceptable to the company:

(a) **Direct discrimination:** where a person is treated less favourably on the grounds of race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment, age, marital or civil partnership status or disability.

(b) **Indirect discrimination:** where an apparently neutral provision, criterion or practice would put a substantially higher proportion of the members of one sex, or persons having a racial or ethnic origin, or a particular religion or belief, or of a particular age, or a particular



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disability or a particular sexual orientation at a particular disadvantage compared with other persons unless that provision, criterion or practice is objectively justified by a legitimate aim and the means of achieving that aim are appropriate and necessary.

(c) **Victimisation:** where someone is treated less favourably than others as a result of exercising their rights under company policy or legislation e.g. where less favourable treatment is experienced by an employee who has raised a grievance.

(d) **Harassment:** when unwanted conduct related to race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment, age, marital or civil partnership status or disability, takes place with the purpose or effect of violating the dignity of a person and of creating an intimidating, hostile, degrading, humiliating or offensive environment. Harassment may take many forms including physical acts, or verbal/non verbal communications and gestures. Harassment occurs when the recipient perceives the behaviour, deliberate or not, to be offensive or objectionable.

It is of little consequence whether the behaviour was not intended to be offensive, it is how it is received. Employees who commit serious acts of harassment may also be guilty of a criminal offence.

Behaviour which a reasonable person would realise would be likely to offend an employee will constitute harassment without the need for the employee having to make it clear that such behaviour is unacceptable, for example, touching someone in a sexual way. With other forms of behaviour, it may not always be clear in advance that it will offend a particular employee, for example, office banter and jokes. In these cases, the behaviour will constitute harassment if the conduct continues after the employee has made it clear, by words or conduct, that such behaviour is unacceptable to him or her. A single incident can amount to harassment if it is sufficiently serious.

Harassment also occurs where, on the ground of the employee's rejection of or submission to unwanted conduct of the kind specified above, a person treats the employee less favourably than he or she would treat him or her had he or she not rejected, or submitted to, the unwanted conduct.

POSITIVE ACTION

Although it is unlawful positively to discriminate in favour of certain groups on the grounds of race or sex, positive action to enable greater representation of under represented groups is permitted by law and will be considered as appropriate by Integral.

RECRUITMENT AND PROMOTION

We will ensure that roles are filled on a basis of competence, qualification and potential. We will act in a non-discriminatory way towards all potential and actual applicants during the recruitment process and comply with legislative requirements regarding direct and indirect discrimination on the basis of race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment, age, marital or civil partnership status or disability.



We will use eligibility criteria which are fair to everyone whilst being supportive of our business goals. We will do this by regularly reviewing company procedures and documents including job descriptions, job advertisements, employment agency instructions and application forms.

TRAINING AND DEVELOPMENT

We will support the training and development of employees to fulfil our business needs and to help realise their full potential. We will ensure opportunities for training and development are made equally available to all employees, basing decisions of qualification, experience and potential of the employee.

CULTURE

We will ensure that all employees work in an environment without discrimination, harassment or victimisation. We will commit to making reasonable adjustments for employees where required.

TERMS AND CONDITIONS OF EMPLOYMENT, BENEFITS AND FACILITIES

Company documentation relating to the Terms and Conditions of Employment, including Employee Handbook, policies and procedures and Statements of Terms and Conditions of Employment, will be written and implemented without regard to race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment, age, marital or civil partnership status or disability.

All terms and conditions, benefits, facilities and service will be reviewed from time to time to ensure that there is no unlawful discrimination.

MONITOR AND REVIEW

This policy will be monitored periodically by Integral to judge its effectiveness. Integral's HR department will be responsible for the operation of the policy. In particular, it is our intention to monitor the gender, marital status, age, sexual orientation, disabilities, race, nationality ethnic origin and religion of existing employees and of applicants for jobs (including promotion), and will review the Equality and Diversity Policy in accordance with the results shown by the monitoring. If changes are required, Integral will implement them.

COMMUNICATION AND TRAINING

Employees will be made aware of this policy and trained to be able to meet their responsibilities effectively. We will also endeavour to ensure our clients, business partners and suppliers are fully aware of our commitment to diversity and a fair and equitable workplace and are willing to work in a spirit of cooperation with Integral under these guidelines.



COMPLAINTS AND GRIEVANCES

You should draw the attention of your line manager to suspected discriminatory acts or practices or suspected cases of harassment.

In line with the Company's grievance procedure, we will in a timely, effective, confidential and sensitive manner, deal with any complaints of alleged discrimination, victimisation and harassment, ensuring that all such complaints are fully investigated and that necessary action is taken.

The Company and its employees must not victimise or retaliate against an employee who has made allegations or complaints of discrimination or harassment or who has provided information about such discrimination or harassment. Such behaviour will be treated as potential gross misconduct in accordance with the Company's disciplinary procedure.

DISCIPLINARY

Acts of discrimination, victimisation or harassment on grounds of race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment, age, marital or civil partnership status or disability by employees, suppliers, partners or clients of the company are unacceptable. Disciplinary action will be taken against employees who breach this policy and Integral will make representations to its suppliers and partners to take appropriate action where their employees behave inappropriately.

Acts of discrimination, harassment or victimisation may constitute gross misconduct which could result in an employee being summarily dismissed. In addition, line managers who had knowledge that such discrimination, victimisation or harassment had occurred in their departments but who had taken no action to eliminate it will also be subject to disciplinary action under the Company's disciplinary procedure.

RELATED DOCUMENTATION

- Appendix A
- Equality and Diversity Policy
- Disciplinary Procedure
- Grievance Procedure
- Employee Handbook (under revision)
- Recruitment Policy (To be developed)
- Discrimination or Harassment Complaints Procedure (To be developed)

**Appendix A****EXAMPLES OF DISCRIMINATION****Sex Discrimination**

Under the Sex Discrimination Act 1975 (as amended) it is illegal to discriminate on grounds of sex, marriage or because someone intends to undergo, is undergoing or has undergone gender reassignment.

Examples of Sex Discrimination	
Direct	Refusing to employ a woman because the role is traditionally a 'male's job' <i>Roles must be filled by the most suitably qualified applicant – regardless of gender</i>
Indirect	Advertising for staff over 5'10 <i>It is more likely that man will meet this criteria than woman, therefore requirement indirectly discriminates</i>

Race Discrimination

The Race Relations Act 1976 (as amended) makes it illegal to treat a person less favourably than others on the basis of race.

Examples of Race Discrimination	
Direct	Refusing to employ an Irish male because of the belief that Irish male's are heavy drinkers <i>Roles must be filled by the most suitably qualified applicant. The belief is unfounded and prejudicial</i>
Indirect	Advertising for staff over 5'10 <i>People from many races, are in general not as tall as others. For example, the criteria may discriminate against certain races that are generally not as tall as other races</i>

Age Discrimination

It should be noted that with the introduction of Age Discrimination legislation from 1st October 2006, it will be discriminatory for an employee to suffer detriment because of age, whether young or old.

Examples of Age Discrimination	
Direct	Advertising a vacancy, stating that applicants should be aged 24-35 <i>There is no basis for the criteria. Vacancies must be filled by the most suitable candidate. Assumptions about maturity and experience cannot be based on age</i>
Indirect	Stating that applicants must hold 'O' level qualifications <i>This discriminates against those too young to take 'O' levels. The advert should read 'O' level or equivalent to recognise changes in the Education system</i>

Sexual Orientation Discrimination

The Employment Equality (Sexual Orientation) Regulations 2003 apply to heterosexual, homosexual and bisexual individuals.

Discrimination or harassment based on the perceived sexual orientation of an individual is also included in the legislation.



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Examples of Sexual Orientation Discrimination	
Direct	Refusing to employ an openly homosexual male or refusing to employ a female based on the assumption that she is homosexual, based on her appearance <i>Roles must be filled by the most suitably qualified applicant</i>
Indirect	Exclusion of heterosexual employees from company functions primarily held at gay bars due to the majority of staff being homosexual <i>Work related activities should endeavour not to exclude any individual based on sexual orientation</i>

Religious Discrimination

Under the Employment Equality (Religion and Belief) Regulations 2003, it is unlawful to treat workers less favourably due to their religion or beliefs.

Within the legislation there is no definition of what constitutes a religion or belief. Criteria for consideration include:

- Collective worship
- A clear belief system
- Profound belief affecting the way of live or view of the world

The Regulations cover not only widely recognised modern religions but also beliefs such as Humanism and Paganism.

Examples of Religious Discrimination	
Direct	Refusal of employment to a Christian because they would not fit into the team who are primarily Muslims <i>Vacancies must be filled by the most suitable candidate. The religion of those involved is irrelevant (exclusions apply e.g. Recruitment into a Religious post such as a Vicar or Rabbi)</i>
Indirect	Stating in an advertisement that applicants must be clean shaven with short hair <i>Facial hair and length of hair can be dictated by certain religions</i>

Disability Discrimination

The Disability Discrimination Act (DDA) 1995 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities.

Examples of Disability Discrimination	
Direct	Refusal to employ a person because a health condition classified as a disability under the DDA <i>Employers are expected to make reasonable adjustment to accommodate the best applicant. 'Reasonable adjustment' will vary from company to company</i>
Indirect	Holding Company events at venues which cannot easily be accessed by employees with disabilities <i>Employers have a duty not to exclude any employee/prospective employee on the grounds of disability</i>



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EXAMPLES OF HARASSMENT AND BULLYING

Bullying and harassment may be verbal, non verbal, written or physical. Examples of unacceptable behaviour include, but are not limited to, the following:

- Unwelcome sexual advances, requests for sexual favours, other conduct of a sexual nature
- Subjection to obscene or other sexually suggestive or racist comments or gestures
- The offer of rewards for going along with sexual advances or threats for rejecting sexual advances
- Jokes or pictures of a sexual or racial nature
- Demeaning comments about an employee's appearance
- Questions about a person's sex life
- The use of nick names related to an employee's race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment, age, marital or civil partnership status or disability
- Picking on or ridiculing an employee
- Isolating an employee or excluding him or her from social activities or relevant work related matters
- Use of offensive language
- Threatened or actual violence or unwanted physical contact
- Display or distribution of offensive material

EXAMPLES OF VICTIMISATION

The following actions, as a response to an employee exercising their legal rights and protection can be deemed as victimisation:

- Removal or restriction to training and development and/or promotion opportunities
- Jokes or innuendo of an offensive nature
- Display or distribution of offensive material
- Threatened or actual violence or unwanted physical contact
- Unwelcome or offensive comments
- Deliberate exclusion from conversation or work related activities