



INTEGRAL

Equality and Diversity Policy

INTRODUCTION BY THE MANAGING DIRECTOR

I am delighted to present Integral's Equality and Diversity Policy. Integral is a diverse organisation and I am committed to ensuring this continues by making sure there is equality of opportunity for all fostered in an environment of mutual respect and dignity.

The promotion of equal opportunities concerns all of us and it is important that you take time to consider this policy and ensure that you carry out your responsibilities in its implementation.

OUR COMMITMENT (POLICY STATEMENT)

Integral encourages a diverse workforce in recognition that people have different strengths and abilities which contribute to our success.

Managing diversity helps us move beyond legal compliance and creates an environment in which contributions from all our employees will work to the advantage of the company, our employees, our partners and clients.

To achieve these aims we need to ensure our company has an open workplace culture built on trust and mutual respect. We must value each other and treat each other with dignity. Different views and ideas are encouraged.

We must ensure all decisions regarding the employment and training of people are based on merit and support our business goals. By focusing on merit alone we aim to eliminate unjustifiable discrimination. This will be achieved in part by the regular review of our workplace policies and practices to ensure these are assisting our employees to give their best.

WHO OUR POLICY APPLIES TO

This policy applies to all potential and successful applicants and all Integral employees. The policy also applies to agency staff and consultants. We will tell suppliers, partners and clients about this policy so that they understand our commitment and our expectations. Where appropriate we will also encourage suppliers, partners and clients to adopt similar policies as a minimum standard for working with us.

RESPONSIBILITIES FOR EQUALITY AND DIVERSITY

The Managing Director is responsible for the implementation and adherence to this policy.

The HR team is responsible for the monitoring and the updating of this policy. HR is also responsible for formal communication of the policy and for training workshops in support of the policy and related issues. HR will advise the managers to assist them in fulfilling their responsibilities and will support and guide employees for example, where a breach of policy has occurred.

Directors, managers and supervisors are responsible for monitoring that employees that they are responsible for are adhering to this policy.

All employees are required to recognise their responsibilities and to support and adhere to this policy. Failure to do so may result in disciplinary action.



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OBJECTIVES

Integral recognises broad reasons for ensuring that our Equality and Diversity Policy is implemented. While Integral has a belief in the principles of equal opportunities, we recognise the impact on our ability to recruit and retain the best staff as well as improving the commitment from our employees and the overall effectiveness of our business.

We aim to achieve the following:

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 relevant eligibility criteria which are fair to everyone whilst being supporting 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 fulfil their full potential. We will ensure equal opportunities for training and development for all employees, basing decisions on qualification, experience and potential of the employee.

Terms and Conditions of Employment

Company documentation relating to terms and conditions of employment, including the 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.

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.

Monitoring

The HR department will maintain personnel records and regularly audit data collected (qualitative and quantitative) to ensure compliance to this policy.

We will regularly evaluate our policies and procedures against current UK and European legislation and will act in advance of the law where a need is identified.



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IMPLEMENTATION

Policy Development

We recognise the need to develop and implement a range of policies that link with this overarching Equality and Diversity Policy.

Communication

Integral will take action to communicate this policy to all its employees and others involved with our business including our suppliers, clients and partners. The policy is available via the company's Intranet and will be included in the Employee Handbook (to be revised summer 2007), which will be issued to all current employees and thereafter new starters. This policy will be available on the company's website www.integral.co.uk
Hard copies will be issued for display and reference at all branches.

Training

Integral will continue to develop and implement programmes to ensure that all staff have received appropriate training or briefing to enable them to fulfil their responsibilities under this policy. This will include training programmes to support where appropriate the range of policies that link with this overarching Equality and Diversity Policy.

BREACH OF POLICY

Integral will take seriously any instances of non adherence to this policy by employees, and where appropriate our suppliers, partners and clients. Any instances of non adherence will be investigated and where appropriate will be considered under the disciplinary procedure.

Employees are encouraged to raise any non adherence to this policy with their manager using the grievance procedure as appropriate. Any complaints such as alleged discrimination, victimisation or harassment will be fully investigated and action taken as appropriate.

MONITOR AND REVIEW

Integral will seek to assess the impact of its policies on employees to ensure as far as possible that real improvements are being made in tackling discrimination and promoting diversity.

The policy will be reviewed every two years. However, due to the considerable policy development work to take place during 2007, the policy will be reviewed in six months and if a shorter review requirement is established this will be documented.

RELATED DOCUMENTATION

- Anti Discrimination Policy
- Recruitment Policy (to be developed)
- Disciplinary Procedure
- Grievance Procedure
- Employee Handbook