

EQUAL OPPORTUNITIES

Introduction

The aim of this policy is to communicate the Company's commitment to the promotion of equality of opportunity in AxFlow Limited.

Purpose

It is AxFlow's policy to provide employment equality to all, irrespective of gender (including gender reassignment), marital or civil partnership status, having or not having dependants, religious belief or political opinion, race (including colour, nationality, ethnic or national origins), disability, sexual orientation or age.

AxFlow Limited is opposed to all forms of unlawful and unfair discrimination. All job applicants, employees and others who work for AxFlow Limited will be treated fairly and will not be discriminated against on any of the above grounds.

Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination. AxFlow Limited recognises that the provision of equal opportunities in the workplace is not only good management practice, it also makes sound business sense.

This policy will help all those who work for AxFlow to develop their full potential and the talents and resources of the workforce will be utilised fully to maximise the efficiency of the organisation.

Scope

This policy applies to all members of AxFlow staff and applicants for employment at AxFlow.

Policy Statement

We are committed to:

- Promoting equality of opportunity for all persons
- Promoting a good and harmonious working environment in which all persons are treated with respect
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
- Fulfilling all our legal obligations under the equality legislation and associated codes of practice
- Complying with our own equal opportunities policy and associated policies
- Taking lawful affirmative or positive action, where appropriate
- Regarding all breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings.

Implementation

The managing director has specific responsibility for the effective implementation of this policy. Each director, manager and supervisor also has responsibilities and AxFlow expects all employees to abide by the policy and help create the environment which is its objective.

In order to implement this policy we shall:

- Communicate the policy to employees, job applicants and relevant others
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of all staff
- Provide equality training and guidance as appropriate, including training on induction and management courses.
- Ensure that those who are involved in assessing candidates for recruitment or promotion will be trained in nondiscriminatory selection techniques

- Incorporate equal opportunities notices into general communications practices (eg, staff newsletters, intranet)
- Obtain commitments from other persons or organisations such as subcontractors or agencies that they too will comply with the policy in their dealings with our organisation and our workforce
- Ensure that adequate resources are made available to fulfil the objectives of the policy.

Monitoring & review

The effectiveness of our equal opportunities policy will be reviewed regularly and action taken as necessary.

Complaints

Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the agreed procedure (See Grievance Procedure in your Staff Handbook for specific details). A copy of this procedure is available from Stephanie Mackay. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

In addition to our internal procedures, employees have the right to pursue complaints of discrimination to an industrial tribunal or the Fair Employment Tribunal anti-discrimination legislation (details available from Stephanie Mackay).

However, employees wishing to make a complaint to a tribunal will normally be required to raise their complaint under our internal grievance procedures first.

Every effort will be made to ensure that employees who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.