

EQUAL OPPORTUNITES POLICY

1. Policy Statement

Evolved IT Solutions Ltd is an Equal Opportunities Employer and is fully committed to a policy of treating all of its employees and applicants equally.

The Company will take all reasonable steps to employ, train and promote employees on the basis of their experience, abilities and qualifications with regard to race, colour, ethnic origin, nationality, national origin, religion or belief, sexual orientation, marital status, age or disability.

The Company will take all reasonable steps to provide a work environment in which all employees are treated with respect and dignity and that is free from harassment. The company will not condone any form of harassment whether engaged in by its employees or by third parties who do business with the Company.

Employees have a duty to co operate with the Company to ensure that this policy is effective in ensuring equal opportunities and in preventing discrimination and or harassment. Action will be taken under the Company's disciplinary procedure against any employee, who is found to have committed and act of improper or unlawful discrimination, harassment, bullying or intimidation. Serious breaches of this statement will be treated as potential acts of Gross Misconduct and could render the employee subject to summary dismissal.

Employees should also bare in mind that they can be held personally liable in law, as well as or instead of the Company for any act of unlawful discrimination.


Employees should draw attention to their line manager, or Director of the business, any suspected discriminatory acts or practices or suspected cases of harassment. Employees must not victimise or retaliate against anyone who has made allegations or complaints of discrimination or harassment or who has provided information about such acts. Such behaviour will be treated as potential gross misconduct in accordance with the Company's disciplinary procedure.

2. Recruitment, Advertising and Selection

The recruitment process will be conducted in such a way as to result in the selection of the most suitable person for the job in terms of experience, abilities and qualifications. The Company is committed to applying its equal opportunities statement at all stages of the recruitment and selection process.

This will include, but is not limited to the following steps:

- a. Ensure that advertisements if and when placed are placed in publications that would not disproportionately reduce the numbers of applicants from a particular group (group) meaning gender, sexual orientation, religious disabled or racial group.
- b. Avoid prescribing any unnecessary requirements that may exclude a higher proportion any particular group(s).
- c. Avoid prescribing any requirements or questions relating to marital status.

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- d. Where vacancies are available through promotion, they will be made available to all employees.
- e. Selection processes used will be consistent for all jobs at all levels. Staff involved in selection will be fully trained, or supervised by a fully trained person and will be given criteria for the role and informed of the need for the consistent application of the criteria.
- f. Where possible 2 interviewers will be involved in the interviews.
- g. All questions asked of the applicants will relate to the requirements of the job.

3. Training and Promotion

The Company will train all employees in regard to the Company's policy on equal opportunities, their rights and responsibilities and will help them to identify instances of discriminatory acts or practices or acts of harassment or bullying. Installation supervisors / project managers/ line managers / directors will be responsible for ensuring that this policy is implemented in their area of responsibility including for on site management – contractors adherence on site.

4. Equal Pay

The Company is committed to equal Pay in employment; it believes that its male and female employees should receive equal pay for like work, work rated as equivalent work or work of equal value.

5. Harassment

It is against the Company's policy for any employee male or female, to sexually harass another employee or to harass him/her on the grounds of actual or perceived sexual orientation.

It is also against the Company's policy for any employee to harass another employee on the grounds of his / her race, colour, ethnic, origin, nationality, national origin, religion or belief age or actual or perceived disability.

Harassment occurs where a person engages in unwanted conduct which has the purpose or effect of violating the others dignity at work or creating an intimidating, hostile, degrading, humiliating or offensive work environment for the other person.

Sexual harassment includes but is not limited to; unwelcome sexual advances, requests for sexual favours, engaging in other unwelcome verbal or physical conduct of a sexual nature, subjection to obscene or other suggestive comments and sexual jokes or pictures including but not limited to email, calendars etc

Racial harassment includes but is not limited to; engaging in unwelcome verbal or physical conduct of racial nature, subjection to racist comments, and racist jokes and pictures. Harassment may include intentional bullying which is obvious or violent but it can also be unintentional and/ or subtle, such as the use of nicknames or teasing.

It is for the complainant to decide for him or herself what they regard as offensive!

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6. Reporting Complaints

All allegations of harassment, discrimination and bullying will be dealt with confidentially, speedily and seriously. The Company will not ignore or treat lightly grievances or complaints of discrimination, harassment or bullying from members of a particular gender, sexual orientation, religion, racial group or from employees who are disabled.

With cases of harassment, while the Company encourages people who believe they are being harassed to notify the offender (by words or conduct) that his or her behaviour is unwelcome, the company also recognises that sometimes this is difficult or impractical for an individual(s). Where this is the case or where this has not resulted in a satisfactory outcome for the individual concerned, the following procedure should be adopted.

7. Complaints Procedure


If an employee, customer, contractor or other person wishes to make a complaint under this policy the following procedure should be adopted;

1. Report the incident to the relevant Evolved IT Solutions line manager / installation supervisor / project manager.
2. If you do not wish to speak to this person you may speak to Alan Evans – [Managing Director] (01403) 756276.
3. Such reports should be made promptly so that an investigation may proceed and any action taken expeditiously.
4. All allegations of discrimination, harassment or bullying will be taken seriously. The allegation will be promptly investigated and as part of the investigatory process you will be interviewed, and asked to provide a witness statement setting out the details of your complaint. Confidentiality will be maintained throughout the investigatory process to the extent that it is practical and appropriate in the circumstances.
5. Once the investigation has been completed you will be informed of the outcome and the company's conclusions. The Company is committed to taking appropriate action with respect to all complaints of discrimination, harassment or bullying that are upheld.
6. You will not be penalised for raising a complaint, even if it is not upheld unless your complaint was both untrue and made in bad faith.
7. Alternatively you may wish to use the Company's grievance procedure to make a complaint.

Any employee that is found to have discriminated against or harassed or bullied another employee or other person in violation of this policy will be subject to disciplinary action under the Company's disciplinary procedure.

Such behaviour may be treated as Gross Misconduct and as such may lead to summary dismissal.

In addition, line managers/ installation supervisors/ project managers / Directors that had knowledge that such discrimination had occurred, but had taken no action to eliminate it, will also be subject to disciplinary action under the Company's disciplinary procedure.

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This Company policy and its effectiveness will be reviewed from time to time, with any recommendations to be made to the board of Directors for action.

SIGNED:



DATED: 02nd January 2012

Alan Evans
[Managing Director]

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