



EQUAL OPPORTUNITY POLICY

This organisation is an equal opportunity employer. The company will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of disability, sex, sexual orientation, age marital status, race, colour, nationality, ethnic national origin, gender or religious belief or is disadvantaged by conditions or requirements which have an adverse effect on the individual or group that cannot be shown to be justifiable. Selection criteria and procedures are intended to ensure individuals are selected, promoted and treated based on their relevant merits and abilities.

It is Protec Fire Detection's **policy** to treat job applicants and employees in the same way, regardless of their sex, sexual orientation, age, race, ethnic origin, disability, gender or religious belief.

Protec have an explicit commitment to comply with the Equality Act 2010 and any subsequent amendments

The company will also observe, as far as possible, the Commission for Racial Equality's Code of practice for Employment, the Disability Rights Commission Code of Practice for Employment, the Disability Rights Commission's code of Practice for the Rights of Access to Goods, Services, Facilities and Premises, the Equal Opportunities Commission's Code of Practice for Employment.

Equal opportunity is about good employment practices and efficient use of our most asset, our employees. Every executive manager and employee have personal responsibility for the implementation of the policy. Any instance of doubt about the application of the policy, or other questions, should be addressed to the Personnel Manager who has responsibility for this policy, as should any requests for special training.

The policy applies to the advertisement of jobs, recruitment and appointment to them, training, conditions of work, pay and to every other aspect of employment. The policy also applies equally to the treatment of our customers/clients.

Staff involved in recruitment particular those with new responsibilities who have not already received training should request training if they have any doubt about the application of this policy.

Employees should note that the imposition of a condition or requirement which has an adverse impact on someone, because his or her sex, race or marital status is more likely to be affected by it, will also be unlawful unless it can be justified on grounds of business need. (By way of example a height requirement of 5' 10" will eliminate some men, but proportionately more women, and so is unlawful). In all such situations Personnel should be consulted to advise accordingly.



Employees who are disabled or become disabled in the course of their employment should inform and may also wish to advise Protec of any 'reasonable adjustments' to their employment or working conditions which they consider to be necessary or which they consider would assist them in the performance of their duties. Careful consideration will be given to any proposals of this nature and, where reasonable and reasonably practicable such adjustments will be made. There may, however, be circumstances where it will not be reasonable or reasonably practicable for Protec to accommodate those proposals and where less favourable treatment may be justified in accordance with the statutory provisions.

Any member of staff may use the grievance procedure to complain about any discriminatory conduct, the grievance should be raised directly with Personnel who will ensure a full investigation is carried out.

Protec Fire Detection plc is concerned to ensure that staff feel able to raise such grievances and no individual will be penalised for raising such a grievance unless it is made maliciously and in bad faith.

Any employee who harasses any other employee or pressures another employee to discriminate on the grounds of disability, sex, sexual orientation, age, marital status, race, colour, nationality, ethnic national origin, gender or religious belief will be subject to the organisation's disciplinary procedure. In serious cases, such behaviour will be deemed to constitute gross misconduct and, as such, will result in summary dismissal in the absence of mitigating circumstances.

This policy will be monitored periodically by the Company to judge its effectiveness and will be updated in accordance with changes in the law.



Zoe Richardson
Group Personnel Manager

Reviewed July 19