

EQUAL OPPORTUNITIES POLICY



Servomex is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.

It is unlawful to discriminate directly or indirectly at any time during recruitment, selection or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics". Discrimination after employment may also be unlawful.

To ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment. Servomex has a separate Bullying and Harassment Policy, which deals with these issues.

Definitions

Direct discrimination occurs when an employee is treated less favourably on the grounds of one of the "protected characteristics", than the way in which an employee not having that protected characteristic is treated. Direct discrimination also occurs when someone is treated less favourably than another because they are thought to have a protected characteristic (perceived discrimination), or because they associate with someone who has a protected characteristic (associative discrimination).

Indirect discrimination is less favourable treatment which when applied to all employees, has the effect of disadvantaging a particular employee or group of employees because of one or more of the characteristics protected by laws against discrimination.

Victimisation arises where an employee treats another less favourably than they would treat other people because that person has, in good faith, made or supported a complaint or raised a grievance concerning unlawful discrimination or because they are suspected of doing so.

Harassment occurs when, for a reason which relates to a person's age, race, sex, disability, religion or sexual orientation, another person engages in unwanted conduct which may violate the person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for that person. Other colleagues who have witnessed or been affected by such conduct can also complain regardless of whether it is directed at them.

Disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out their normal day-to-day activities.

Equal opportunities in employment

Servomex 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 recruit, train, develop and promote our employees on the basis of merit and ability alone.

Job specifications will be limited to those requirements that are necessary for effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions unless absolutely necessary and where this can be objectively justified.

Servomex will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked and the times and place at which these are to be worked. When

considering requests for variations to standard working practices the Company will only refuse such requests if the Company considers it has good business reasons, unrelated to any protected characteristic, for doing so. The Company will comply with its obligations in relation to statutory requests for contract variations.

The Company will make any reasonable adjustments to allow an individual with a disability to achieve their full potential at work, bearing in mind the financial costs of such an adjustment, its practicability and the availability of resources to implement it. Wherever possible, reasonable adjustments will be made to either the workplace, work-station or working environment.

The Company will also consider requests for reasonable adjustments as necessary to accommodate an employee's needs to care for disabled family members.

Customers, suppliers and other people not employed by the Company

Staff should not discriminate against or harass a member of the public in the provision of services or goods. It is also unlawful to fail to make reasonable adjustments to overcome barriers that prevent customers and suppliers from accessing services or goods as a result of a disability.

Responsibilities

All Directors and managers are responsible for the day-to-day implementation of this Policy and must ensure that all employees, particularly those involved in recruitment, selection, training and development understand their responsibilities.

All employees have an individual responsibility to ensure that, in their actions at work, they do not discriminate against any employee, an employee of a customer or a supplier or a member of the public on the grounds of any of the protected characteristics.

Employees can be held personally liable as well as, or instead of, the Company for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the Company's Disciplinary Procedure. Any employee found to be in breach of this Policy may be dismissed without notice if their behaviour is considered to have amounted to gross misconduct.

All levels of management are responsible for positively applying these policies and avoiding any form of discrimination. The Company does not accept the harassment of its employees by third parties and expects managers to take prompt and effective action in all reported cases.

Grievances

If an employee considers that they may have been unlawfully discriminated against, they may use the Company's grievance procedure to make a complaint. The Company will take any complaint seriously and will seek to resolve any grievance that it upholds. An employee will not be penalised for raising a grievance, even if it is not upheld, unless the complaint is found to have been fictitious, malicious and/or made in bad faith.

Monitoring and review

The Company will monitor the ethnic and gender composition of the existing workforce and the number of employees with disabilities.