



Equal Opportunities Policy

1. Introduction

Intersafe Ltd recognises that it is essential to provide equal opportunities to all persons without discrimination. This policy sets out the Company's position on equal opportunity in all aspects of employment, including recruitment and promotion, and provides guidance to employees at all levels to act fairly and prevent discrimination on the grounds of sex, race, religion or belief, age, marital status, disability, sexual orientation or part time status. The following Acts and Regulations form the basis of this policy:

Sex Discrimination Act 1975

Race Relations Act 1976

Disability Discrimination Act 1995

Equal Pay Act 1970

Working Time Regulations 1998

Sex Discrimination (Gender Reassignment) Regulations 1999

Part Time Workers (prevention of less favourable treatment) Regulations 2000

Fixed-Term Employees (prevention of less favourable treatment) Regulations 2002

Human Rights Act 1998

Employment Equality (Religion or belief) Regulations 2003

Employment Equality (Sexual Orientation) Regulation 2003

Employment Equality (Age) Regulations 2006

2. Definition of Discrimination

(a) Discrimination can be direct or indirect. Both forms of discrimination must be avoided.

(b) Direct discrimination occurs when one person is treated less favourably than another on grounds relating to sex, race, marital status, age, disability, sexual orientation or religion.

(c) Indirect discrimination occurs where a requirement is imposed which can be complied with by a smaller proportion of persons of a particular sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, than persons in another group and which is not objectively justifiable in the given situation. Examples include:

- seeking job applications only from persons under 27 years of age and with five years' post-graduate experience;
- demanding technical qualifications for a job which are not strictly necessary;
- Sending only full time employees on training courses.

3. Statement of policy

(a) It is the policy of Intersafe Ltd to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. The organisation is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment.

(b) The Company recognises that adhering to this policy with relevant employment policies and practices, maximises the effective use of individuals in both the Company's and employees' best interests. Intersafe Ltd recognises the great benefits in having a diverse workforce with different backgrounds, solely employed on ability.

(c) The application of recruitment, training, and promotion policies to all individuals will be on the basis of job requirements and the individuals' ability and merits.

(d) All employees of the organisation will be made aware of the provisions of this policy.

4. Recruitment and promotion

(a) Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.

(b) Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated.

(c) All vacancies will be circulated internally.

(d) All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.

(e) All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.

5. Employment

(a) We will not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job descriptions.

(b) We will put in place any reasonably practicable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.

(c) All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

6. Training

(a) Employees will be provided with appropriate training regardless of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.

(b) All employees will be encouraged to discuss their career prospects and training needs.

7. Human Rights

Intersafe Ltd supports the principles of the United Nations Universal Declaration of Human Rights and the International Labour Organisation Declaration on Fundamental Principles and Rights at Work.

We will adhere to the following principles in respect of our staff:

(a) We will treat all employees fairly and honestly, regardless of where they work. All staff will have agreed terms and conditions in accordance with local law or practice and will be given appropriate job skills training.

(b) We will pay a fair wage reflecting local markets and conditions. We will always meet any national minimum wage.

(c) Working hours shall not be excessive. They shall comply with industry guidelines and national standards where they exist.

(d) We will not employ illegal child labour, forced or bonded labour, forced overtime or condone illegal child labour.

(e) Employees have the rights of freedom of association and collective bargaining. We respect the right of our employees to choose whether or not to join a trade union without influence or interference from management. Furthermore we support the right of our employees to exercise that right through a secret ballot.

(f) We will negotiate in good faith with any properly elected representatives of our employees.

(g) We will abide by all non-discrimination laws.

(h) We will not use or condone the use of corporal punishment, mental or physical coercion or verbal abuse. We have disciplinary procedures for any member of staff whose conduct falls below the required standard.

(i) We have formal grievance procedures through which staff can raise personal and work-related issues.

(j) All staff will be given reasonable access to bathroom and rest facilities.

8. Monitoring

(a) It is the responsibility of the Managing Director to ensure that all aspects of this policy are kept under review and are operated throughout the Company.

(b) Where it appears that applicants/employees are not being offered equal opportunities, circumstances will be investigated to identify any policies or criteria which exclude or discourage certain employees and, if so, whether these are justifiable.

9. Grievances and victimisation

(a) Intersafe Ltd emphasises that discrimination is unacceptable conduct which may lead to disciplinary action under the Company's Disciplinary Procedure.

(b) Any complaints of discrimination, victimisation, harassment or bullying will be pursued through the Company's Grievance Procedure.