

POLICY STATEMENT

Onna Engineering Inc. is committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.

To that end, the purpose of this policy is to provide equality and fairness for all in our employment and not to discriminate on grounds of gender, gender reassignment, marital status (including civil partnerships), race, ethnic origin, colour, nationality, national origin, disability, pregnancy/maternity, sexual orientation, religion or age (the protected characteristics). We oppose all forms of unlawful and unfair discrimination.

All employees' whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments and any other statutory bodies.

OUR COMMITMENT

- To create an environment in which individual differences and the contributions of all staff are recognised and valued
- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated
- Training, development and progression opportunities are available to all staff
- To promote equality in the workplace which we believe is good management practice and makes sound business sense
- Recognise and ensure that all employees have the right to work in a supportive, safe environment, free from harassment
- We will review all our employment practices and procedures to ensure fairness
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings
- This policy is fully supported by the Directors/Senior Management
- The Policy will be monitored and reviewed annually

RESPONSIBILITIES OF MANAGEMENT

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Directors and Senior Management. Directors/Managers will ensure that all workers operate within the Policy and that all reasonable and practical steps are taken to avoid discrimination. Each Manager will ensure that:

- all their staff are aware of the policy and arrangements and the reasons for the policy
- grievances concerning discrimination are dealt with properly, fairly and as quickly as possible
- proper records are maintained

Human Resources will be responsible for monitoring the operation of the policy in respect of employees and job applicants, including periodic departmental audits.

RESPONSIBILITIES OF STAFF

Responsibility for ensuring that there is no unlawful discrimination rests with all staff and the attitudes of staff are crucial to the successful operation of fair employment practices. In particular, all members of staff should:

- comply with the policy and arrangements
- not discriminate in their day to day activities or induce others to do so
- not victimise, harass or intimidate other staff or groups who have, or are perceived to have, one of the protected characteristics
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic
- inform their Manager if they become aware of any discriminatory practice

RELATED POLICIES AND ARRANGEMENTS

All employment policies and arrangements have a bearing on equality of opportunity. Our Company policies will be reviewed regularly, and any discriminatory elements removed.

EQUALITY TRAINING

Equality information is included in induction programmes. Training will be provided for managers on this policy and the associated arrangements. All managers who have an involvement in the recruitment and selection process will receive specialist training.

MONITORING

- The Company deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation as a whole. Accordingly, a monitoring system will be introduced to measure the effectiveness of the policy and arrangements
- The system will involve the routine collection and analysis of information on employees by gender, marital status, ethnic origin, sexual orientation, religion/beliefs, and length of service. Information regarding the number of staff who declare themselves as disabled will also be maintained
- The information collected for monitoring/reporting purposes will be treated as confidential and it will not be used for any other purpose

GRIEVANCES/DISCIPLINE

Employees have a right to pursue a complaint concerning discrimination or victimisation via the Company Grievance or Harassment Procedures.

Discrimination and victimisation will be treated as disciplinary offences and they will be dealt with under the Company Disciplinary Procedure.

REVIEW

The effectiveness of this policy and associated arrangements will be reviewed annually.

Onna Engineering Inc.

Last review date: January 2021