

Equal Opportunities Policy

The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society.

It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations. It sets out the different ways in which it's unlawful to treat someone.

1) General

- 1.1) The Company is committed to the policy of equal treatment of all employees and applicants, etc., and requires all employees, of whatever grade or authority, to abide by and adhere to this general principle and the requirements of the Equality Act 2010.
- 1.2) All employees are expected to abide by the requirements of the the Equality Act 2010. Specifically discrimination is prohibited in:
 - a) Treating any individual on grounds of sex, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientation, disability or membership or non-membership of a trade union, less favourably than others.
 - b) Expecting an individual solely on the grounds stated above, to comply with requirement(s) for any reason whatsoever related to their employment, which are different to the requirements for others.
 - c) Imposing on an individual's requirement, which are in effect more onerous on that individual than they are on others. For example this would include applying a condition (which is not warranted by the requirements of the position) which makes it more difficult for members of a particular race or sex to comply than others not of that race or sex.
 - d) Victimisation of an employee.
 - e) Harassment of an employee (which for the purposes of this policy, and the actions and sanctions applicable thereto, is regarded as discrimination).
 - f) Any other act, or omission of an act, which has as its effect, the disadvantaging of an employee or applicant against another, or others, purely on the above grounds. Thus, in all disciplinary matters as well as consideration for training, promotion, etc - in other words all instances where those in control of employees are required to make judgements between them - it is essential that merit, experience, skills and temperament are considered as objectively as possible.
- 1.3) Dane Architectural Systems Limited commits itself to the immediate investigation of any claims of discrimination on the above grounds, and where such is found to be the case, a requirement that the practice cease forthwith, restitution of damage or loss (if necessary), and to the investigation of any employee accused of discrimination.
- 1.4) Any employee (no matter what level) found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against Dane Architectural Systems Limited policy, any employee offending will be dealt with under the disciplinary procedure. Unless assurances of future non-discriminatory actions are forthcoming, an employee repeating any act of discrimination may be dismissed.
- 1.5) Dane recognises the right of an employee to belong to, or not to belong to, a trade union, and membership or non-membership of such a union will not be taken into account in any way during the career of the employee.
- 1.6) Dane commits itself to the employment of disabled personnel whenever possible, and will treat such employees in aspects of their recruitment and employment in exactly the

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same manner as other employees, the difficulties of their disablement permitting. Assistance will be given, wherever possible, to ensure that disabled employees are helped in their journeys, to and from their place of work, access to their workplace, gaining access to the facilities on company premises, and progressing in their career, subject only to the opportunity existing, the applicant's suitability, talent, and wish for it. Appropriate training will be made available to such personnel who request it. Dane is keen to hear ideas whereby its facilities can be made more user-friendly for the benefit of the disabled.

2) Complaints Procedure

- 2.1) In the event that any employee feels that he or she has suffered discrimination in any way Dane's grievance procedure should be utilised.
- 2.2) If the complaint is against the employee's own immediate or other superior, confidential application should be made to (name/position), who may authorise immediate reference to the next tier of management if this seems appropriate in the circumstances.
- 2.3) In instances of sexual harassment, as far as possible, the anonymity of the complainant should be protected.



Signed:

Martin George
Managing Director

Date: 18th March 2019

For and on behalf of Dane Architectural Systems Holdings Limited

Please Note: This policy is reviewed by the Board of Directors for ongoing suitability once every 6 months via our Management Review Meetings