

EQUAL OPPORTUNITIES POLICY

Intech Equal Opportunities Policy is applicable across all Departments within Intech Solutions and has been formulated with the objective of making full use of available human resources.

Equal Opportunities Statement

Intech Solutions believes that people are the key to the success of the business and recognises the diversity of the community, employees and customers. The Directors are committed to achieving and maintaining a working environment where all individuals are treated with dignity and respect and where Individual talent is recognised and valued.

To achieve this Intech Solutions will

- Ensure that no employee or job applicant will be treated less favourably on the grounds of race, colour, nationality, ethnic or national origin, gender (including gender reassignment), pregnancy, marital or civil partner status, sexual orientation, religious belief, age or disability, or on any other grounds which cannot be justified on job related terms
- Regularly review employment practices to ensure that they are fair and unbiased, and are objectively and consistently applied.

Equal Opportunities Policy

- 1) Employees and job applicants will be accorded equal opportunity in recruitment, training, promotion and terms and conditions of employment, in all jobs and at all levels within the company. This will be regardless of race, colour, nationality, ethnic or national origin, gender (including gender reassignment), pregnancy, marital or civil partner status, sexual orientation, religious belief, age or disability.
- 2) All personnel with responsibilities for recruitment, training, supervision, promotion and transfer shall make such a decision on the basis of ability and the requirements of the job.
- 3) The company welcomes people with disabilities and will make reasonable adjustments as described in the Disability Discrimination Act code of practice to ensure access to opportunities.
- 4) Acts of discrimination, harassment, bullying or victimisation against employees on grounds within the scope of this policy will be classed as a disciplinary offence and will be liable to a full investigation, as required within the company disciplinary policy. Serious breaches of this policy may constitute gross misconduct and could lead to dismissal.

- 5) The company grievance procedure will be available to anyone who feels they have been treated less favourably, including acts of harassment, on grounds covered by the scope of this policy.
- 6) Company recruitment advertisements and promotional literature will communicate the company Equal Opportunities Policy, wherever practicable.
- 7) It is unlawful to discriminate directly or indirectly on the grounds of age. Individuals should not be treated less favourably than others because of their age, unless there is an objective justification, such as a genuine occupational requirement.
- 8) All employees, particularly managers and supervisors, have a role to play in making this policy work and the company requires that these responsibilities be taken seriously at all times. Any employee who commits an act of discrimination or harassment may be held to be personally liable, as well as, or instead of the Company.
- 9) The Directors of Intech Solutions will review annually the effectiveness of the Equal Opportunities Policy and make recommendations as necessary, to ensure that the provisions of the policy are complied with. The Directors will also ensure that the policy is communicated to all employees by appropriate methods. Responsibility for monitoring the operation of the policy will lie with the Directors in charge, who will ensure that, as far as practicable, the provisions of the policy are complied with, within their area of responsibility. On-going advice and support will be available from the HR function.
- 10) The Human Resources will be responsible for the development and implementation of an action plan, which will be reviewed annually. They will incorporate into the policy any changes necessary to ensure that the objectives of the policy are met.