

FAIRNESS AND DIGNITY AT WORK

1. Introduction

SingleRapid Ltd. is an Equal Opportunities employer; we do not discriminate on the grounds of race, religion, nationality, sex, lifestyle, disability or age. We are committed to fostering a company environment in which employees can work together in an atmosphere of fairness and mutual respect. We believe that all employees have the following rights:

- To be provided with a working environment free from discrimination, harassment and aggression;
- To be treated with dignity and respect;
- To be treated in a fair and equitable manner.

This commitment is reflected in the following policies and procedures, which will be made known to all employees by means of the company handbook.

Note: If you are unsure of the meaning of any words used in these policies, look at the Definitions set out below. If the word or phrase you are seeking is not there, just ask any manager or a Director for clarification and they will be pleased to help you. Do not hesitate to ask about anything that is at all unclear to you; ignorance of the meaning or importance of any of these rules will not be accepted as a reason or excuse for breaking them.

Definitions: Explanation of some of the words and phrases as they are used in this Policy

“race”: For the purposes of this document, this includes colour, nationality and ethnic or national origins as well as race. ‘Racial group’ means a group of persons defined by reference to any of those criteria.

“sex” or “gender”: These refer to the sex of the person or group of persons involved. Although often thought of in connection with equalising pay and opportunities for women, freedom from sex discrimination is a principle that applies equally to both sexes.

“lifestyle”: This is used throughout this document to include personal circumstances or decisions about the way a person lives, such as marital status, living arrangements (e.g. alone, with a partner of either sex, with family or friends), gender-reassignment, number of children or childlessness, commitments to dependants, etc.

“Job qualifications or requirements ... will not be demanded or imposed **except where they are justifiable in terms of the job to be done.”** SRL is committed to avoiding stereotyping and “traditional” thinking wherever possible; for example, it is not acceptable to assume that all field engineers will be male or that technical salespersons can only be white and born in England. On the other hand, a requirement for a field engineer to be able to lift and carry up to a certain weight in computer equipment without help when out on a customer’s site, for example, could be justified although this condition would in effect exclude people with certain disabilities.

“personal harassment”: This is unwanted conduct affecting the dignity of men and women in the workplace. It may be related to age, sex, race, disability, religion, nationality, lifestyle or any personal characteristic of the individual, and may be persistent or an isolated incident. Note: you don’t have to intend to harass someone – simple thoughtlessness or lack of consideration for the sensibilities of others could be enough for a case of harassment to be found proven.

“bullying”: This can be described as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power tending to undermine, humiliate or injure the recipient. Again, although bullying is often a deliberate activity, it is possible to act in a bullying way without realising it (see “personal harassment” above).

2. Equal Opportunities and Anti-Discrimination Policy

The aim of this policy is to ensure that no job applicant or employee receives less favourable treatment on any of the grounds mentioned above, or is disadvantaged by conditions or requirements that are not essential for carrying out the job. To ensure that such direct or indirect discrimination is not occurring:

- Recruitment advertising and selection criteria for each post will be monitored to ensure that they do not unfairly discriminate against any racial, religious, gender, disability, lifestyle or age group. Job qualifications or requirements which would have the effect of inhibiting applications from members of one or more of these groups will not be demanded or imposed except where they are justifiable in terms of the job to be done.
- Candidates selected for interview will be asked in advance whether they have any special needs that the company should take into consideration or cater for, so as to equalise all candidates' chances at interview as far as possible.
- All those handling job applications and conducting interviews, appraisals and pay, training and promotion reviews will be aware of the principles of the Sex Discrimination Act, the Race Relations Act, the Disability Discrimination Act, the Employment Equality (Age) Regulations and other relevant legislation. SRL will ensure that training and advice are given to ensure this.
- Within the parameters of SRL's capabilities and requirements at any given time, employee appraisals, pay reviews, training opportunities and promotion will be based solely on the employee's merits, abilities and performance.
- All employees will be given equal opportunity and encouragement to progress within the organisation.
- Recruitment, retention, pay, training and promotion statistics will be reviewed annually in the light of ethnicity, gender, disability and age data in the personnel records to ensure that the company's commitment to fairness and against discrimination is reflected in its performance.

What if ... *you feel you have been unfairly treated in any sense associated with this policy?*

If you believe you have been discriminated against on any of the grounds covered in this policy, you are entitled to raise the matter through the company's grievance procedure. Rest assured that you will not be victimised for bringing a grievance to our attention; the company takes this policy very seriously and will be glad of the opportunity to clear up any unfairness and the resentment it would be bound to cause.

Further: SRL expects all employees to accept their personal responsibility in implementing this policy. At the same time, we acknowledge that specific responsibilities fall upon management, supervisors and individuals professionally involved in recruitment and employee administration.

3. Personal Harassment Prevention Policy

People in our society may be victimised and harassed as a result of their ethnicity, nationality, age, disability, sex or lifestyle. Personal harassment, which includes bullying of all kinds, takes many forms ranging from tasteless jokes and abusive remarks both spoken and written, to threatening behaviour, stalking and actual physical abuse. Whatever form it takes, personal harassment is totally unacceptable. We consider this matter to be so serious that any breach of this policy may lead to disciplinary action being taken against you, including dismissal. In certain circumstances, breach of this policy may be considered gross misconduct resulting in immediate termination of your employment.

This document is intended to inform you of the type of behaviour that is unacceptable and describe the course of action for any employee who is the victim of personal harassment.

- Do:**
- Treat fellow employees, directors, customers, suppliers - in fact, everyone with whom you come into contact through working for SRL - with respect at all times.
 - Keep in mind that harassment can be physical (any sort of unwanted contact from touching to serious assault), verbal (anything from calling someone names to sending inappropriate messages by e-mail) and non-verbal (gestures, images, isolation, exclusion, stalking, spying and so on).
 - Watch out for and avoid both direct personal harassment (which is often definable as bullying) and indirect, such as constant or frequent jokes or innuendo behind someone's back about their race, religion, disability etc.; leaving sexually explicit or racially provocative literature around the office; and so on.
 - Be aware that it is no defence to claim you had no intention of harassing someone. The key is whether the behaviour is unacceptable by normal standards and is disadvantageous to the individual concerned. In other words, it is possible to personally harass someone "by accident".
 - Therefore, remember that what seems like harmless fun to you might intimidate or offend a fellow employee.

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- Do NOT:**
- Intimidate a fellow employee, whether physically or otherwise, or by abusing the authority of your position in the company, for any reason whatsoever.
 - Leave or display potentially offensive literature, images or items of any kind in the office building, in your Company car or anywhere they might cause distress or embarrassment on the grounds of race, nationality, religion, disability, lifestyle or gender.
 - Participate in group behaviour that consistently excludes or refuses to help a fellow employee or a group of employees.
 - Participate in group behaviour intended to coerce or pressure a fellow employee into joining in with a particular social, political or religious activity.
 - Spread malicious rumours or gossip about anyone, whether you think they may be true or not, or pass on work-related criticism about someone to people who do not need to know.
 - Ridicule, demean or insult anyone or any group (e.g. make negative generalisations about those of a particular race, religion, disability, lifestyle etc.)
 - Intrude on a fellow employee by pestering, spying, stalking etc.
 - Persist in any behaviour towards a fellow employee, whether physical, verbal or non-verbal, however innocently intended, if the recipient asks you to stop.

