

POLICY NAME	Equal Opportunities
PURPOSE	To provide clear rules and guidelines to the Company and its workers on equal opportunities, so that employees and clients are dealt with fairly, ethically, and in line with legislative requirements.
APPLIES TO	All Staff
DATE IMPLEMENTED	January 2015

1 Introduction

- 1.1 In this Policy Arctics Ltd (trading as Igloo) is referred to as the 'Company'. For the avoidance of doubt these rules and procedures should be followed at all times at your individual location of work. In the event that you are placed at a clients' premises you should adhere to their own policies and procedures where they differ to the rules and procedures set out by Igloo.
- 1.2 The Company is an equal opportunities employer. Equal opportunity is about good employment practices and efficient use of our most valuable asset, our employees. The aim of this policy is to ensure that the basis of selection for employment, training and promotion is judged against job requirements and the individual's ability and fitness for work.
- 1.3 There will be zero tolerance of any discrimination against people on the following grounds (referred to from here on in as 'protected characteristics'):
- Age
 - Disability
 - Gender reassignment
 - Marriage and civil partnership
 - Pregnancy and maternity
 - Race
 - Religion or belief
 - Sex
 - Sexual orientation
- 1.4 All employees and potential employees will be given equal opportunities in employment irrespective of their age, disability, marital status, race, religion or belief, sex, sexual orientation and irrespective of whether they are pregnant, on maternity leave or recently returned from maternity leave and whether they have undergone gender reassignment. Job requirements that affect certain employees more than others, or that restrict the opportunities open to certain groups more than others, will only be those that are necessary for the effective performance of the role.
- 1.5 The Company will not tolerate discrimination by association or perception. All employees and potential employees will be given equal opportunities and will not be discriminated against because they are related to or friendly with people who have protected characteristics, nor will they be discriminated against because they are perceived to have a protected characteristic.

2 Implementation

- 2.1 Every Director, Manager and employee has personal responsibility for the implementation of the policy.
- 2.2 The policy applies to the advertisement of jobs, recruitment and appointment, training, conditions of work, pay and to every other aspect of employment. In making selections for appointments, Managers will consistently follow acceptable criteria for selection based on job requirements, qualifications and previous experience etc. The policy also applies equally to the treatment of our clients.
- 2.3 Employees particularly involved in recruitment should request training if they have any doubt about the application of this policy.

3 Affirmative Action

- 3.1 Where appropriate, lawful positive action measures such as special encouragement in advertisements or special training will be developed. These measures are available to us in certain circumstances, for example where there is an under-representation of a particular group in specific areas of work.

4 Complaints

- 4.1 Any employee may use the grievance procedure to complain about alleged discriminatory conduct. The Company endeavours to ensure that an employee feels able to raise such grievances and no individual will be disciplined for raising such a grievance unless the grievance is false or made in bad faith.