

Respecting Diversity and Dignity at Work

Respecting Diversity

Statement

ABS IT Services is committed to respecting diversity and seeks to provide all employees with the opportunity for employment, career and personal development based on ability, qualifications and suitability for the work as well as their potential to be developed into the job.

ABS IT Services believe that people from different backgrounds can bring fresh ideas, thinking and approaches, which makes work undertaken more effective and efficient.

ABS IT Services will not tolerate direct or indirect discrimination against any person on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation whether in the field of recruitment, terms and conditions of employment, career progression, training, transfer or dismissal.

It is also the responsibility of all employees in their daily actions, decisions and behaviour to endeavour to promote these concepts, to comply with all relevant legislation and to ensure that they do not discriminate against colleagues, customers, suppliers or any other person associated with ABS IT Services.

Under the Human Rights Act 1998, ABS IT Services understands and respects that everyone has the right for privacy in their individual and family life, their home or correspondence.

Key Actions

In adopting these principles ABS IT Services:

- Will not tolerate acts that breach this policy and all such breaches or alleged breaches will be taken seriously, be fully investigated and may be subject to disciplinary action where appropriate.
- Fully recognises its legal obligations under all relevant legislation and codes of practice.
- Will allow employees to pursue any matter through the internal procedures which they believe has exposed them to inequitable treatment within the scope of this policy. If you need to access these procedures, they can be obtained from the Head of HR e.g. Grievance Procedure, Dignity at Work Procedure etc.
- Will ensure that all Team Leads, the Managing Director and the Head of HR understand and maintain their responsibilities and those of their team under this policy.
- Will offer opportunities for flexible working patterns, wherever operationally feasible, to help employees to combine a career with their domestic responsibilities.
- Will provide equal opportunity to all who apply for vacancies through open competition.
- Will select candidates only based on their ability to carry out the job, using a clear and open process.
- Will provide all employees with the training and development that they need to carry out their job effectively.
- Will provide all reasonable assistance to employees who are or who become disabled, making reasonable adjustments wherever possible to provide continued employment. We will ensure an

"...Our employees truly come from all over the world, including Britain, India, South Africa, Ireland and New Zealand. Many of our employees gave substantial and admirable service in various military roles, while others are disciplined in such areas as the arts, science, and even philosophy. All of them have immersed themselves into the world of ABS, and we are very proud of them!"

appropriate risk assessment is carried out and that appropriate specialist advice is obtained when necessary.

- Will distribute and publicise this policy statement throughout the company.

Dignity at Work

Statement

ABS IT Services believes that the working environment should always be supportive of the dignity and respect of individuals. If a complaint of harassment is brought to the attention of management, it will be investigated promptly, and the appropriate action will be taken.

The What and How of Harassment

Harassment and bullying are behaviours that makes an individual or group of individuals feel intimidated or offended. Under the Equality Act 2010 harassment is unlawful.

Sexual harassment is defined as “unwanted conduct of a sexual nature, or other conduct based on sex, affecting the dignity of women and men at work”. This can include unwelcome physical, verbal or non-verbal conduct.

People can be subject to harassment on a wide variety of ways including:

- Race, ethnic origin, nationality or skin colour.
- Sex or sexual orientation.
- Religious or political convictions.
- Willingness to challenge harassment, leading to victimisation.
- Disabilities, sensory impairments or learning difficulties.
- Status as ex-offenders.
- Age.
- Real or suspected infection with a blood borne virus (e.g. AIDS / HIV).
- Membership of a trade union or activities associated with membership.

Actions may include:

- Physical contact ranging from touching to serious assault.
- Verbal and written harassment through jokes, offensive language, gossip and slander, sectarian songs, letters and so on.
- Visual display of posters, graffiti, obscene gestures, flags and emblems.
- Isolation or non-cooperation at work, exclusion from social activities.
- Coercion ranging from pressure for sexual favours to pressure to participate in political / religious groups.
- Intrusion by pestering, spying, following someone.
- Bullying.

What Should I do if I am Subject to Harassment?

An employee who feels that they are being harassed or bullied should try to resolve the problem informally with the offender(s) first and see if this resolves the matter. However, this should only be done if the employee feels safe and able to do so.

If the above has not worked or the harassment or bullying is considered to be of a serious nature, the employee should report this to the Head of HR immediately, who will then take the appropriate steps to resolve the issue.

You should also keep a written record detailing the incidents of harassment and any requests made to the harasser to stop. This written record should be made as soon as possible after the events giving rise to concern and should include:

- Date, Time and Location of incidents.
- Circumstances of what happened.
- What was said and / or done.
- Names of any witnesses.
- How the harassment affected them.

ABS IT Services has a formal procedure for dealing with these issues which you can obtain from the Head of HR.

Equality Act 2010

ABS IT Services takes a strong view on appropriate behaviour in the workplace. Discriminatory behaviour will not be tolerated towards any employee, guests, clients, suppliers or stakeholders at work or elsewhere that is work related (e.g. meetings, social events, or anywhere where an employee is representing ABS IT Services), the following are the protected characteristic:

- Age.
- Gender reassignment.
- Being married or in a civil partnership.
- Being pregnant or on maternity leave.
- Disability.
- Race including colour, nationality, ethnic or national origin.
- Religion or belief.
- Sex.
- Sexual orientation.

Areas that are specifically targeted are:

- Recruitment Process.
- Training Activities.
- Promotion Opportunities.
- Employment Period.

If an employee is found to be breaching the standards set, appropriate disciplinary action will be taken.