



## EQUAL OPPORTUNITIES POLICY AND PROCEDURES INDUSTRIAL DOOR SYSTEMS LTD.

### STATEMENT

Industrial Door Systems Ltd., hereinafter referred to as "the company" is an equal opportunities employer. This means that it is the company's policy and it will make every effort to ensure that there is no discrimination or harassment on the grounds of colour, race, nationality, religion, ethnic origin, disability, age, gender or marital status in the way that the company treats its employees or job applicants.

In issuing this policy, the company has three main objectives.

**Firstly** to encourage its employees to take an active role against all forms of harassment and discrimination;

**Secondly** to deter employees from participating in harassment or discriminatory behaviour.

**Thirdly** to demonstrate to all employees that they can rely upon the company's support in cases harassment or discrimination at work. The company is committed to a working environment that offers equal treatment and equal opportunities for all its employees.

### RACIAL AND SEXUAL HARASSMENT

Racial or sexual harassment or any form of discrimination will not be tolerated under any circumstances and an employee who harasses or discriminates against another employee or client or customer of the company, will be subjected to the company's disciplinary procedure. In serious cases, such behaviour may constitute gross misconduct and result in summary dismissal.

Harassment generally may include any unwanted verbal or physical abuse, advances and/or behaviour which an employee may find offensive and which causes them to feel threatened, humiliated, patronised, distressed or harassed. Harassment may be deliberate or unconscious, open or covert, direct or indirect, an isolated incident or repeated action. It may also include in certain circumstances, off duty conduct. It will not necessarily be a defence that such incidents consists of words or behaviour which might be claimed to be "common place" or intended as a joke.

It is the duty and responsibility of the company and every employee to stop all types of harassment and discrimination in the workplace. It is only through the efforts of individual employees that harassment and discrimination can be eradicated. All employees must all recognise that every employee in the company has the right not to be subjected to any form of harassment or discrimination.

### **RACIAL HARASSMENT**

Racial harassment is racial discrimination and is contrary to the company's Equal Opportunities Policy. This type of harassment will not be tolerated under any circumstances and the company will take prompt action upon becoming aware that such incidents have taken place.

Racial harassment may include:

1. Abusive language and racist jokes;
2. Racial name calling;
3. The display or circulation of racially offensive written or visual material including graffiti.
4. Physical threats, assaults and insulting behaviour or gestures;
5. Open hostility towards workers of a particular racial group, including organised hostility in the workplace.
6. Unfair allocation of work and responsibilities;
7. Exclusion from normal workplace conversation or social events, ie. being "frozen out".

The above examples are not exhaustive and each incident of harassment or discrimination will be viewed on its individual facts.

### **SEXUAL HARASSMENT**

Sexual harassment is defined as unwanted behaviour of a sexual nature by one employee towards another. Examples of harassment include:

1. Insensitive jokes and/or pranks;
2. Lewd comments about appearance.
3. Unnecessary bodily contact;
4. Display of sexually offensive material, for example pin ups;
5. Requests for sexual favours
6. Speculation about any employee's private life and/or sexual activities;
7. Threatened or actual sexual violence;
8. Threat of dismissal, loss of promotion etc for refusal of sexual favours.

Whilst the above list gives examples of sexual harassment, harassment takes many forms, from relatively mild sexual banter to actual physical violence and the above examples are not exhaustive.

The member of staff who is responsible for ensuring these procedures are implemented is **Darren Clarke**, reporting directly to **Jeff Barnett** (Managing Director). Should any member of staff have any issues to raise regarding this Policy please direct them initially to **Darren Clarke** who will ensure any problems are eradicated.

*J. W. Barnett*

**J W Barnett**  
**Managing Director**

**Date: 4<sup>th</sup> October 2011**

