

POLICY

The purpose of this policy is to provide and encourage diversity and equality to all in employment, irrespective of their gender, race, ethnic origin, disability, age, nationality, national origin, sexuality, religion or belief, marital status and social class. We oppose all forms of unlawful and unfair discrimination.

All employees, whether part time, full time or temporary, will be treated fairly and equally.

Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.

All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

This policy will provide equality and diversity to all stakeholders, employees, clients etc

OUR COMMITMENT:

- Ion is committed to ensuring each employee is entitled to a working environment which promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Ion is committed to ensuring diversity and equality in the workplace is good management practice and makes sound business sense.
- Ion is committed to ensuring breaches of our diversity and equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- Ion is committed to ensuring this policy is fully supported by senior management and is in agreement with employee representatives.
- The policy will be monitored and reviewed annually.
- Implementation of the policy will be included in the Integrated Management System (IMS) and introduced at recruitment induction and this policy will be placed on the Company notice board and web site.
- Ion is committed to ensuring Training and Development opportunities are available to all employees.
- Ion is committed to ensuring pay structures reward all fairly.
- Ion is committed to ensuring all employees have a right to work in a supportive, and safe environment free from harassment and bullying.

Equality and Diversity at Work

Ion defines bullying as any persistent, offensive, abusive, intimidating, malicious or insulting behaviour, abuse of power or unfair penal sanctions, which make the recipient feel upset, threatened, humiliated or vulnerable, which undermines an individual's self confidence.

Harassment may be persistent or an isolated incident and may be directed towards any individual or group of individuals at work, by one individual or by a group of individuals. Harassment is defined as any behaviour which is unwanted, unreciprocated and offensive to another. This behaviour can take the form of

physical, verbal or nonverbal conduct. The types of unacceptable behaviours involved may include;
unwelcome, unreciprocated or offensive conduct with regard to;
gender, race, disability, sexuality, religion, age or any other grounds that cannot be shown to be justifiable.

Ion will make certain Equality and Diversity strengthens all policies, procedures and practices by;

- Ensuring all employees have a specific responsibility for their own behaviour and that their actions, attitudes or behaviours do not cause distress or upset to colleagues.
- Ensuring all managers have a specific responsibility to be vigilant in respect of the identification and elimination of bullying or harassment at work and to ensure implementation of, and adherence to, this policy.
- Ensuring all managers preserve their responsible for ensuring that employees who report to them perform to an acceptable standard within a performance management framework.
- Ensuring legitimate, justifiable, appropriately conducted monitoring of an employee's behaviour or job performance does not constitute bullying or harassment.

It is reasonable to expect a manager to carry out these functions in a fair, firm and consistent manner. Carrying out these functions does not constitute an act of bullying or harassment, although some employees may feel stressed or anxious while the procedures are ongoing. However, abusing these procedures may constitute bullying or harassing behaviour.

THE LAW

This policy will be implemented within the framework of the relevant legislation, which includes:

- Equal Pay Act 1970 (Equal Value Amendment 1984)
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975 (Gender Reassignment Regulations 1999)
- Race Relations Act 1976
- Disability Discrimination Act 1995
- The Protection from Harassment Act 1997
- Race Relations (Amendment) Act 2000
- Race Relations Act 1976 (Amendment) Regulations 2003
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003
- Disability Discrimination Act 2005
- Employment Equality (Age) Regulations 2006

Signed: 

Name: Paul Harris

Position: Managing Director

Date: 27/06/2009