

Equal Opportunities and Diversity

A GENERAL STATEMENT

Although **ByteAccess Limited** is a small company we embrace good business practice where ever possible.

We recognise our responsibilities in respect of Equal Opportunities and Diversity and have in place company policy and an action plan regarding Racial Equality.

However, there are other areas where the rights of our staff, and those we come into contact, with need to be recognised and these include Equal Pay, Sex Discrimination, Disability Discrimination and Employment Equality (both Sexual Orientation and Religion or Belief)

We are committed to complying with the law and regulations in respect of the above, as well as Racial Equality, and believe that the same general principles of fairness and non-discrimination apply as are documented in our Racial Equality Policy.

SIMON LAMPERT is responsible for all matters relating to Equal Opportunities and will, in consultation with other directors, review and revise, where necessary, these statements and the company provisions in place in the light of any issues arising.

STATEMENT OF POLICY

The aim of this policy is to communicate the commitment of the Managing Director to the promotion of equality of opportunity in **ByteAccess Limited**.

It is our policy to provide employment equality to all, irrespective of:

- ✓ Gender, including gender reassignment
- ✓ Marital or civil partnership status
- ✓ Having or not having dependants
- ✓ Religious belief or political opinion
- ✓ Race (including colour, nationality, ethnic or national origins)
- ✓ Disability
- ✓ Sexual orientation
- ✓ Age

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

We recognise that the provision of equal opportunities in the workplace is not only good management practice; it also makes sound business sense. Our equal opportunities policy will help all those who work for us to develop their full potential and the talents and resources of the workforce will be utilised fully to maximize the efficiency of the organisation.

Equal Opportunities and Diversity

To whom does the policy apply?

The Equal Opportunity policy applies to all who work for our organisation.

Equality commitments

We are committed to:

- ✓ Promoting equality of opportunity for all persons
- ✓ Promoting a good and harmonious working environment in which all persons are treated with respect
- ✓ Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
- ✓ Fulfilling all our legal obligations under the equality legislation and associated

Codes of Practice

- ✓ We will always comply with our own equal opportunities policy and associated policies
- ✓ We will taking lawful affirmative or positive action, where appropriate
- ✓ We will regard all breaches of equal opportunities policy as misconduct which may lead to disciplinary proceedings.

Implementation

The managing director has specific responsibility for the effective implementation of this policy. Each manager also has responsibilities and we expect all our employees to abide by the policy and help create the equality environment which is its objective.

In order to implement this policy we shall:

- ✓ Communicate the policy to employees, job applicants and relevant others
- ✓ Incorporate equal opportunities notices into general communications practices
- ✓ Ensure that adequate resources are made available to fulfil the objectives of the policy.

Monitoring and review

We will establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy. The effectiveness of our equal opportunities policy will be reviewed regularly and action taken as necessary.

Complaints

Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter. All complaints of discrimination will be dealt with seriously, promptly and confidentially. Every effort will be made to ensure that employees who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially.

Victimisation will result in disciplinary action and may warrant dismissal.