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**Insuletics Limited**

**HR Policy** 1

**Equal Opportunities Policy**

**Appendix** 7

**Issue** 2

**Date** November 2014

**Approved by: Ian Coates**

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## **INTRODUCTION**

The Managing Director and the senior management team are committed to equality of opportunities in its employment practices. The aim of this policy is to communicate this commitment.

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

- Gender, marital or family status
- Sexual orientation
- Age
- Religious belief or political opinion
- Race, colour, ethnic origin or nationality
- Disability

We are opposed to all forms of unlawful and unfair discrimination. All full-time and part-time employees and job applicants (actual or potential) will be treated fairly and selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.

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

We are committed to:

- Preventing any form of direct or indirect discrimination or victimisation
- Promoting equal opportunities for women and men
- Promoting equal opportunities for people with disabilities
- Promoting equal opportunities for ethnic minorities
- Promoting a good and harmonious working environment where all men and women are treated with respect and dignity and in which no form of intimidation or harassment will be tolerated
- Fulfilling all legal obligations under the relevant legislation and associated Codes of Practice
- Taking any necessary positive/affirmative action, including setting goals and timetables.

Breaches of our equal opportunity policy and practice will be regarded as misconduct and could lead to disciplinary proceedings.

This policy is fully supported by Senior Management.

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## **Implementation**

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

In order to implement this policy, we will ensure that:

- The policy is communicated to all employees, through induction training, management training, team briefings, displayed on notice boards, the Company's Terms & Conditions of Employment and made known to job applicants
- Managers and supervisors are aware of their responsibilities through appropriate and regular training
- Consultation will take place with employee representatives on the implementation of this policy and any amendments to practice
- Adequate resources are made available to fulfil the aims of this policy

### **1. Affirmative Action**

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.

### **2. Monitoring and Review**

The provision of equality of opportunity between women and men will be monitored through the collection and analyses of statistical data on the sex, marital status and family status of all full-time and part-time employees and job applicants.

### **3. Complaints**

Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the agreed procedures. A copy of these procedures is available from the Managing Director. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

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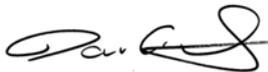
Employment Tribunal: Information on definitions of discrimination and time limits for raising complaints are set out in the employees hand book.

Every effort will be made to ensure that employees making 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.

Date: 3 November 2014

Signed:

Ian Coates



**Managing Director**