

# Equal Opportunities Policy

## **Statement of Policy**

The aim of this policy is to communicate the commitment of the Board of Directors and senior management team to the promotion of equality of opportunity in Sonik.

It is the company's policy that there shall be no discrimination against or harassment of any employee or job applicant either directly or indirectly on the grounds of:

- Gender; gender reassignment
- Race (including color, nationality, ethnic or national origins)
- Marital or civil partnership status
- Sexual orientation, sex change status
- Age
- Political belief & religious belief
- Trade union activity
- Disability

## **Equality Commitments**

*The company is committed to:*

- Eliminate, as far as possible, discrimination and harassment from the workplace
- Encourage our employee, by including sub-contract workers, agency workers, trainee workers & volunteer workers, to take an active role against all forms of discrimination and harassment
- Deter employees from participating in discriminatory behavior or harassment
- Demonstrate to all employees that they can rely upon the company's support in case of discrimination or harassment at work
- Promoting equality opportunity for all persons
- Fulfilling all our legal obligations under the Equal Opportunities Commission and associated Code of Practices on Employment

This policy is fully supported by senior management and has been agreed with workplace representatives.

*The employees are committed to:*

- They co-operate with any measures introduced to develop equal opportunities
- They respect the sensitivities of others
- They refrain from taking discriminatory actions or decisions which are contrary to either the letter or spirit of this policy
- They do not instruct, induce or attempt to induce or pressurize other employees to act in breach of this policy

### **Implementation of Policy**

The Managing Director of the company has specific responsibility for the effective implementation of this policy. Each Director also has responsibility and expecting all the employee 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 the employees, job applicants and sub-contract workers
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objective of all level of staff
- Provide equality training and guidance as appropriate, including but not limited to training on induction and management courses
- Ensure that those who are involved in assessing candidates for recruitment or promotion will be trained in non-discriminatory selection techniques
- Obtain commitments from sub-contractors or agencies that they will comply with the policy in their dealing with our company's activities

### **Monitoring and review**

We will examine the effects of policy and programmes of action on a regular and structured basis which is a fundamental part of the process of successfully establishing equal opportunities.

Personnel data is therefore collected (on an anonymous basis), studied and interpreted across the company. The objectives of monitoring are:

- To identify areas of and reasons for under-representation of particular groups in the workplace and workforce
- To assess the effect of employment procedures and practices and identify any unintentional impact on particular groups
- To enable appropriate corrective action to take place, including defining targets for future change
- To enable the company to review and reform its equal opportunities policy and programme of action

## **Grievance and Discipline**

Employees who believe that they have suffered any form of discrimination, harassment or victimization are entitled to raise the matter through the agreed procedure in their workplaces.

All complaints of discrimination will be dealt with seriously, promptly and confidentially.

In addition to this policy, employees have the right to pursue complaints of discrimination to an industrial tribunal or the Equal Opportunities Commission under the following Code of Practice on Employment:

- Code of Practice on Employment under the Sex Discrimination Ordinance
- Code of Practice on Employment under the Disability Discrimination Ordinance
- Code of Practice on Employment under the Family Status Discrimination Ordinance
- Code of Practice on Employment under the Race Discrimination Ordinance

## Communication

This policy and accompanying action programme must be communicated widely and effectively throughout the workforce, workplaces and to potential employees.

It is the responsibility of management at all levels to ensure that such communication take place.