

CCP08 Equal Opportunities Policy

Policy information	
Organisation	Print Image Network Limited
Policy operational date	January 2015
Policy prepared by	Craig Poyser
Date approved by Board/ Management Committee	January 2015

Introduction	
	<p>As part of the Print Image Network's overall commitment to equality of opportunity, it is fully committed to promoting a fair and harmonious working environment in which everyone is treated with respect and dignity and in which no individual is discriminated against, feels bullied, threatened or intimidated.</p> <p>Print Image Network will ensure that adequate resources are made available to promote respect and dignity in the workplace and to deal effectively and effectively with complaints</p> <p>Print Image Network Limited recruits, develops and employs people on the basis of their qualifications, skills and experience, without regard for their sex, marital status, sexual preference, creed, colour, race, ethnic origin, nationality, age, disability or HIV status.</p> <p>There is an obligation on every employee to respect and act in accordance with this Policy. This Policy has been produced:-</p> <ul style="list-style-type: none"> ■ To ensure that no job applicant or employee receives less favourable treatment than another because of their sex, marital status, sexual preference, creed, colour, race, ethnic origin, nationality, age, disability or HIV status. ■ To demonstrate our intention to be an Equal Opportunity employer in order to attract, retain and motivate high calibre people.

Responsibilities	
Trustees	John Foster – Managing Director
	Stephen Power – Services Director

Definitions	
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	<p>This Policy refers to the general term of “harassment”, and that includes the following definitions:-</p> <ul style="list-style-type: none"> ■ Sexual Harassment - This is unwanted conduct of a sexual nature or other conduct based on sex affecting the dignity of both men and women, as distinguished from mutual, acceptable, friendly or social behaviour which might occur during contacts between people at work. It refers to behaviour which is unsolicited where a one off incident or repeated behaviour which is personally offensive to the recipient. It can also relate to unwanted sexual advances in a work related social environment such as an office party. ■ Racial Harassment - This includes a wide range of abusive and/or threatening behaviour or behaviour where there is any hostile act or expression on racial grounds or incitement to commit such an act. ■ Bullying - This relates to abusive, intimidating, malicious or insulting behaviour, abuse of power or unfair sanctions which make the recipient feel upset, threatened, humiliated or vulnerable and which may undermine their self confidence and may cause them to suffer stress.
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Policy and procedure	
	<p>Discrimination, Harassment or bullying at work in any form is unacceptable behaviour and will not be permitted or condoned and will be viewed as gross misconduct offence which may result in dismissal without notice.</p> <p>Any employee who feels they are being unfairly treated should raise the issue through the Grievance Procedure as outlined in the Employee Manual. All such complaints will be treated seriously, investigated thoroughly and will be dealt with promptly and in confidence. Prior to initiating the Grievance Procedure, the employee may, if appropriate attempt to make clear to the person(s) responsible for the unfair treatment that they regard their behaviour as unacceptable and contact their head of department to make known their complaint and seek advice. This informal approach will be dealt with in total confidence, and the employee will not be obliged to take the complaint further.</p> <p>If the complaint is not resolved informally or if the unfair treatment resumes or continues, a complaint may be raised under the Grievance Procedure:-</p> <ul style="list-style-type: none"> ■ Where the Grievance Procedure is used employees have the right to be accompanied by a colleague or Trade Union Official if they wish; ■ Discussions and investigations into complaints of unfair treatment will be handled with sensitivity and in confidence, with due regard for the rights of both the employee who feels they have been unfairly treated and the person(s) against whom the complaint has been made; ■ If the Company’s investigation reveals that a complaint is valid prompt action will be taken to stop the unfair treatment and prevent a recurrence. Such action will not be to the detriment of the employee who has been the subject of the unfair treatment. ■ It is both unacceptable and illegal to victimise anyone who has made allegations of discrimination. Breaches of this Policy will be dealt with under the Disciplinary Procedure.

Harassment	
	<p>The Company will view any allegations of harassment very seriously. Breaches of this Policy will be dealt with through the Disciplinary Procedure.</p> <p>Forms of Harassment may include physical contact ranging from unwanted touching, serious assault, verbal and written harassment through jokes, offensive language, gossip and slander, sectarian songs and letters, visual display of pictures, posters, graffiti and obscene gestures, isolation or non co-operation at work and exclusion from social activities, coercion ranging from pressure for sexual favours to pressure to participate in political or religious groups, intrusion by pestering, spying or being followed.</p>
Discrimination	
	<p>It is unlawful to discriminate or to put pressure on others to discriminate. We will view any allegation relating to employees discriminating or instructing or imposing pressures on other employees to discriminate very seriously. Breaches of this Policy will be dealt with through the Disciplinary Procedure</p>
Acts/Policies	
	<p>Print Image Network is fully committed to complying with the following Acts/Codes of Practice including any amendments:</p> <ul style="list-style-type: none"> • Equality Act 2010 • Human Rights Act 1998 • Equal Pay Statutory Code of Practice • Equality and Human Rights Commission's Codes of Practice for Employment, including <ul style="list-style-type: none"> ▪ Code of Practice on Equal Pay ▪ Code of Practice on Employment ▪ Code of Practice on Services, Public Functions and Associations
Policy review	
	<p>This policy will be reviewed and if necessary, revised to reflect the latest developments on at least an annual basis. During this evaluation of our actual and potential impact of our activities we will also consider any future changes to applicable law and regulation to ensure that future policy continues to surpass industry standards.</p> <p>The results of all reviews are communicated throughout the company and appropriate action is taken.</p>
Responsibility	Company Directors, Office Manager & Discipline Managers
Date	January 2016

Authorised By		
Directors	John Foster	Stephen Power
Signature		
Date	31/01/15	31/01/15