



## CP 06 - EQUAL OPPORTUNITIES & DIVERSITY POLICY

It is the Company's policy to ensure that all job applicants and employees are treated fairly on merit irrespective of sex, sexual orientation, gender reassignment, marital or civil partnership status, Pregnancy & maternity, religion or belief, political beliefs, nationality, colour, race, ethnic or national origin, disability, age or number of hours worked. Fone-alarm Installations Ltd is committed to diversity and will encourage diversity in our workforce, reflecting where practicable, the diversity of the working population, and to maintain a working environment free from harassment, intimidation and bullying.

All employees have a responsibility to ensure that they do not by their own actions, behaviour or attitudes directly or indirectly or unintentionally discriminate against job applicants, employees, suppliers and customers. Any acts of discrimination will be treated as a disciplinary offence; these may include, for example, discrimination in selecting for recruitment, promotion or training, refusing to work with or for a person because of their sex, sexual orientation, marital status, religion, nationality, colour, race, disability, age or number of hours worked.

### PRACTICE

1. As an equal opportunities' employer, the Company recognises the need for continuous action and improvement to promote equality of opportunity. Every manager and employee has a personal responsibility to implement this Policy. Any issue about the application of the Policy or other questions should be addressed to the Compliance Manager.
2. The Policy applies to the advertisement of jobs, recruitment and selection, terms and conditions of employment, including pay, promotion, training, transfer and every other aspect of employment.
3. The Company requires that its suppliers and customers are treated consistently with this Policy.
4. Decisions in the areas of recruitment, training and promotion will be made only by reference to the requirements of the job and shall not be influenced by any other consideration. During the selection process consideration will be given to any adjustments that could be reasonably made to meet a disabled person's needs. Managers and staff involved in recruitment, training and promotion should request additional guidance from the Compliance Manager if they have any doubts about the application of this Policy.
5. Complaints about or reports of discriminatory conduct should be made through the Company's Grievance Procedure. Alternatively, such complaints and reports may be made directly to the Compliance Manager if this is more appropriate.
6. Any employee who harasses or treats any other employee less favourably on the grounds of sex, sexual orientation, marital status, religion, nationality, colour, race, ethnic, national origin, disability, age or number of hours worked will be subject to the Company's Disciplinary procedure. In serious cases such conduct will constitute gross misconduct and, as such, may result in summary dismissal.
7. Malicious and unfounded allegations of discriminatory conduct will also be subject to disciplinary proceedings against the complainant.
8. This Policy is freely available to any person or party via the Company's website [www.fonealarm.co.uk](http://www.fonealarm.co.uk). Persons without access to the internet may request copies in writing to the under-signed.

Signed \_\_\_\_\_

*Michael Creasey*

Michael Creasey  
Managing Director  
Fone-Alarm Installations Ltd

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