



## **EQUAL OPPORTUNITIES POLICY STATEMENT**

### **WHAT IS MEANT BY "EQUAL OPPORTUNITY"?**

Factors such as sex, marital status, ethnic origin, race, religion, colour, nationality, and disability should not be taken into account for the purposes of recruitment, appointment, training, appraisal, promotion, discipline etc.

### **Policy**

The equal opportunity policy of Trinity Expert Systems plc is that in the recruitment, selection, training, appraisal, development and promotion of all employees, the only consideration must be that the individual meets, or is likely to meet the requirements of the job description.

The requirements being met, no employee will be discriminated against on the basis of their sex, sexual orientation, race, colour, ethnic origin, nationality (within current legislation), disability, marital status, caring or parental responsibilities, age, or beliefs on matters such as religion and politics.

Trinity Expert Systems are committed to provide a learning, working and social environment in which the rights and dignity of all its members are respected, and which is free from discrimination, prejudice, intimidation and all forms of harassment including bullying.

This Policy means that all employees of Trinity Expert Systems have the right to work in an environment free from discrimination, prejudice and all forms of harassment or bullying.

Trinity Expert Systems are committed to a programme of action to ensure that its policy is implemented and monitored at an organisational and individual level.

### **Discrimination and Harassment**

Discrimination or harassment by any member of Trinity Expert Systems, or victimisation or anyone who has complained of such, will be regarded as misconduct and dealt with through the appropriate disciplinary procedures.

Any member of Trinity Expert Systems who believes themselves to have been the subject of discrimination or harassment may make use of the procedures laid down in the Company handbook or any other appropriate procedures.

### **Monitoring**

The necessity for monitoring and evaluating the implementation of this policy is recognised and appropriate mechanisms will require to be developed. Coordination of the monitoring procedure will be the responsibility of the Personnel Department.

## **Specialist Bodies**

Where it is deemed helpful the advice and guidance of the relevant specialist bodies involved in equal opportunities will be sought.

## **What is Harassment?**

Harassment can be difficult to define. Differences of attitude or culture and the misinterpretation of social signals can mean that what is perceived as harassment by one person may not seem so to another. However, the defining features are that the behaviour is unwanted by the recipient and would be regarded by harassment by any reasonable person.

Harassment occurs when another person's behaviour causes discomfort or humiliation to the recipient, interferes with their job performance, academic grades or prospects, or creates a threatening, hostile or intimidatory environment for the employment, study or social life.

## **Sexual Harassment**

Sexual harassment can be physical or verbal.

- Physical - Ranges from touching or patting to indecent assault or rape.
- Verbal - Ranges from sexually suggestive remarks or compromising invitations to aggressively foul language, unwanted demands for sex, or displays of pornographic or degrading pictures or objects in the company environment, including computer screens.

## **Racial Harassment**

Racial harassment includes:

- derogatory name calling
- insults and racist jokes
- racist graffiti, objects or pictures in the Company environment
- threats and verbal abuse
- ridicule or comments implying that a person's race impairs their ability
- physical assault and unwelcome physical contact

## **Bullying**

Bullying may be defined as any vindictive, cruel, malicious or humiliating treatment or behaviour such as:

- picking on people unfairly
- making unfounded criticisms
- isolation or non-cooperation at work
- aggressive behaviour or conduct, physical or verbal

In all cases, the person to whom the complaint has been made will advise the alleged harasser that a formal complaint has been made and that they have the right to be supported by a representative. Separate investigatory meetings will be held with both you and the alleged harasser, accompanied by a representative if desired. The purpose of these meetings will be to discuss the problem and arrive at a resolution.

If the person to whom the complaint has been made considers it appropriate, or if the problem is not resolved at this stage, the complaint will be submitted in writing: where the complaint is against a member of staff - to the Managing Director.