

NON-CONTRACTUAL POLICIES

1. FAMILY FRIENDLY POLICIES (NON-CONTRACTUAL)

PURPOSE

The Company recognises that at various stages in employees working lives, domestic and family commitments and responsibilities may affect an employee's ability to fulfil their work responsibilities.

The Company not only acknowledges this, but also offers practical help through its policies to help employees balance work and family commitments. The family friendly section of policies apply to both men and women including adoptive parents and employees who have acquired formal responsibility for a child e.g. guardian.

2. EQUAL OPPORTUNITIES AND ANTI HARASSMENT POLICIES (NON-CONTRACTUAL)

EQUAL OPPORTUNITIES

The Company is committed to a policy of equal treatment of all applicants and employees (references in this document to employees will include applicants where applicable). All Directors and staff are required to abide by this general principal and observe the requirements of the Codes of Practice issued by the Equal Opportunities Commission, the National Disability Council, the Commission for Racial Equality and the Department for Education and Employment, as far as possible.

The Company will not tolerate discrimination on the grounds of sex, colour, marital status, race, nationality or ethnic or national origin, religion or belief, sexual orientation, gender reassignment, disability or age.

Discrimination will normally include:

- treating any employees less favourably than others on any of the above grounds;
- expecting an employee to comply with any requirement(s) related to their employment, which may be different to the requirements for other employees;
- imposing a provision criterion or practice which is more onerous on the protected employees without the Company being able to demonstrate that it is a proportionate means of achieving a legitimate aim;
- victimisation of an employee;
- harassment of an employee;

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- any other act, or omission of an act, which disadvantage one employee or applicant against another purely on any of the above grounds.
- Failing in the duty to make reasonable adjustments for a disabled employee.

PROCEDURE

1. The Company is an equal opportunity employer and every Director and employee has personal responsibility for the implementation of the equal opportunities policy. Any enquiries about the application of the policy should be addressed to the H.R Director.
2. The policy applies to the advertisement of the jobs, recruitment and appointment, training, conditions of work, pay and every other aspect of employment. Staff involved in recruitment should request guidance if they have any doubts about the application of the policy.
3. Directors and staff should note that the imposition of a provision criterion or practice which has an adverse impact on a protected class of individuals which is not a proportionate means of achieving a legitimate aim is a problem and is not permitted.
4. Any member of staff may use the grievance procedure to complain about discriminatory conduct. If the matter relates to sexual or racial harassment or harassment on the basis of a disability then the grievance may be raised directly with the H.R Director. The Company is keen to ensure that staff feel able to raise such grievances and no individual will be penalised for raising such a grievance unless it is deliberately untrue and made in bad faith. Concerns can on request be raised in confidence, but this may impair the Company's position to actively take remedial action.

DISCIPLINE

Any employee who harasses any other Director or employee on the grounds of an applicable protected characteristic will be subject to the firm's disciplinary procedures. In serious cases such behaviour will be deemed to constitute gross misconduct and, as such, may result in summary dismissal in the absence of mitigation circumstances.

MONITORING

Employees will be asked to complete a form denoting their sex, race, ethnic origin and any disabilities and the Company guarantees that this form will only be used for the purpose of monitoring the effectiveness of its equal opportunities policy only.