

Surface Finishing Equipment Group

Including:-

**Abraclean Ltd and
Hogg Blasting & Finishing
Equipment Ltd**



Surface Finishing
Equipment Group

EQUAL OPPORTUNITIES

We recognise that discrimination in the workplace in any form is unacceptable and in most cases unlawful.

We have therefore adopted an Equal Opportunities Policy to ensure that all job applicants and employees are treated fairly and without favour or prejudice. This Company is committed to applying this policy throughout all areas of employment, recruitment and selection, training, development and promotion. In all situations people will be judged solely on their merit or ability.

The following sets down the key points of the policy, and any breach of the policy will lead to disciplinary action which may include dismissal.

Each and every employee has a duty to observe and apply the Company policy at all times.

The policy will be implemented in accordance with the requirements of the Rehabilitation of Offenders Act, the Sex Discrimination Act, the Race Relations Act, and the Disability Discrimination Act, and all their various amendments.

To ensure that we reach the widest cross section of the community, all vacancies will be advertised through the appropriate agencies, or independent media, as well as being advertised internally.

At all times we will seek to ensure that no job applicant or employee receives less favourable treatment on the grounds of their race, colour, nationality, ethnic, or national origin, sex, marital status, sexual orientation, disability, political opinion/affiliation, age religion or belief.

Our application form will be as simple and straight forward as possible and we will not ask for unnecessary information.

Interview questions will be related to the requirements of the job and we will not seek irrelevant qualifications. Applicants will be short listed and if selected it will be solely on the basis of capability.

Each and every employee of our Company has an obligation to make a positive contribution towards engendering an environment of equal opportunity throughout the business.

The Grievance Procedure is available to any individual who believes that they have been discriminated against, and we would encourage and urge those individuals who believe they have been unfairly treated to pursue their rights through this channel.

NON HARASSMENT POLICY

We recognise that harassment in the workplace in any form is unacceptable and in most cases is also unlawful. The Company is committed to ensuring that we are able to provide a working environment which is harmonious and acceptable to all our staff.

It is your duty to respect the feelings and well being of all your colleagues. What may be acceptable to one person may be upsetting and/or intimidating to another person.

Harassment is unacceptable language or behaviour, which causes the recipient of any such actions to be embarrassed, offended, or threatened. All staff must be aware that harassment can take many forms and can range from relatively mild banter to actual physical violence.

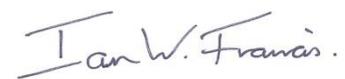
The following outlines gives examples of the type of behaviour which we consider would constitute harassment, for which the perpetrator(s) will be liable for disciplinary action and in serious cases liable to summary dismissal. This list is not exhaustive but rather it is illustrative:-

- coarse or insensitive jokes and pranks;
- coarse or insensitive comments about appearance or character;
- display of offensive material - written or pictorial;
- deliberate exclusion from conversation or activities;
- unwelcome familiarity or body contact;
- abusive, insulting, or threatening language;
- demands or threats to intimidate or obtain favours;
- threatened or actual violence.

We understand the sensitive nature of complaints of harassment, but would urge that if you feel that you are the victim of any such behaviour or conduct, without delay to implement the Grievance Procedure in order that the situation can be satisfactorily resolved.

Individuals are assured that should you raise such a grievance, the matter will be dealt with promptly in a discreet and caring manner.

This policy shall be communicated to all employees to ensure that they understand their individual responsibilities.



Managing Director
January 2019