



Policy Booklet

Equal Opportunities

Bauer Technologies Ltd is fully committed to providing equality in the workplace. All opportunities for and during employment, will be afforded to individuals fairly and irrespective of age, disability, sex, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation, ("the protected characteristics"). We aim to create a working environment that is free from discrimination and harassment in any form in which all staff, customers, and associates are treated with dignity and respect.

In ensuring that our policy is effectively implemented, please note carefully the following:

- There must be no discrimination on any account.
- Recruitment and selection procedures will be free from bias or discrimination. Recruitment procedures will be conducted objectively and will be based upon specific and reasonable job-related criteria. Decisions regarding an individual's suitability for a particular role will be based on aptitude and ability.
- We will consider making appropriate reasonable adjustments to the recruitment process to ensure that disabled applicants are not disadvantaged.
- Discrimination arising from Disability - in addition to the above, it is unlawful to treat a person unfavourably because of something that is the result, effect or outcome of their disability, unless the treatment is necessary and can be objectively justified. Furthermore, employers have a duty to make reasonable adjustments to ensure that disabled applicants, employees or other workers are not disadvantaged.
- The Company will consider taking appropriate positive action to enable or encourage applications from persons with a protected characteristic that is under represented in the organisation.
- The Company will appoint, train, develop and promote on the basis of merit and ability.

Our grievance procedure is available to any employee who believes that they may have been unfairly discriminated against. If a complaint of unfair discrimination is against your own immediate Manager/ Supervisor/ then please report the matter confidentially to the HR Department who will make appropriate arrangements for the complaint to be considered.

Disciplinary action will be taken against any employee who is found to have committed an act of unlawful or otherwise improper or inappropriate discrimination or harassment. Discriminatory conduct against any of the protected characteristics will be treated as instances of gross misconduct and will be dealt with accordingly.

The Company has overall responsibility for the effective operation of this policy and for ensuring compliance with the Equality Act 2010 and associated legislation and for observing relevant Codes of Practice.

The HR Department is responsible for monitoring and reviewing the policy and for ensuring that all employment-related policies, procedures and practices adhere to this policy.



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All staff have a responsibility not to discriminate or harass other staff and associates either in person or online and to report any such behaviour of which they become aware of to their Manager/Supervisor or the HR Department.

Managers/Supervisors are responsible for implementing the Equal Opportunities Policy and must apply the policy as part of their day-to-day management of the Company. All Managers/Supervisors will receive specific training in this policy.

In case of any doubt or concern about the application of our policy in any particular circumstances or, if you would like to have further guidance about equal opportunity law and best practice in general, please consult the HR Department.

A handwritten signature in blue ink, appearing to read 'MJ', positioned above the printed name and title.

Michael Jones
Managing Director
March 2020