



Equal Opportunities Policy

Climate Facilities is an Equal Opportunity employer. This policy is to ensure that no discrimination occurs, either directly or indirectly, against any person on the grounds of age, sex, marital status, race, religion, nationality, ethnicity, national origin or disablement and requires all employees to abide by and adhere to this general principle and the requirements of the Codes of Practice issued by the Equal Opportunities Commission and Commission for Racial Equality.

All employees are expected to abide by the requirements of the Race Relations Act 1976, Sex Discrimination Act 1986 and Disability Discrimination Act 1995, employment equality (age) regulations 2006.

Definition of discrimination

Direct discrimination is treating a person on one or more of these grounds less favourably than others are or would be treated in the same similar circumstances.

Indirect discrimination is applying a requirement or condition which, although applied equally to all persons, is such that a substantial proportion of a particular group could not comply with it and which cannot be shown to be justifiable.

Discrimination by victimisation is also recognised. Furthermore, the Company recognises that employees of all racial groups have a right to equal opportunity. This policy of equal opportunity and treatment will apply whenever the Company is recruiting, transferring, promoting, assessing performance, disciplining or offering training or other opportunities for advancement.

It is recognised that the principal responsibility for providing equal opportunities in employment rest with the Company. Each employee and Manager is required to be familiar with, and to implement, this Company Policy and is urged to comply at all times with the spirit of Equal Opportunity Legislation and Codes of Practice.

Disabled persons

Climate Facilities also commits itself to the employment of disabled persons whenever possible and will treat such employees in all aspects of their recruitment and employment in exactly the same manner as other employees. Assistance will be given and, wherever possible reasonable adjustment will be made to enable disabled employees to gain access to their workplace, to the facilities on company premises, and in progressing their career, subject only to the opportunity existing, the applicant's suitability, talent and wish for it. Training will be made available to such employees who request it. Climate Facilities will consider any ideas or suggestions on how its facilities can be made more user-friendly for the benefit of the disabled and where reasonable and practicable will take necessary action to implement such ideas.



Investigating discrimination

Climate Facilities is committed to the immediate investigation of any claims of discrimination on the above grounds.

Complaints procedure

In the event that an employee feels that he or she has suffered discrimination in any way, he / she should initially discuss the matter with their line manager or supervisor, involving a representative (colleague, Joint Staff Council rep or union representative) if necessary. Every effort will be made to resolve the complaint at this stage and the line manager or supervisor should reply orally to the individual as soon as possible but at the latest within 10 working days. If the complaint is against the employee's own immediate line manager or supervisor, an individual should discuss the matter with Alison King at HR, who may authorise immediate reference to the next tier of management if this seems appropriate in the circumstances. In cases of sexual harassment, as far as possible, the anonymity of the complainant will be protected. If the discrimination continues Climate Facilities grievance procedures should be used. To make a complaint of discrimination, harassment, victimisation, bullying or unfair treatment it will be necessary to have available:

- Details of what occurred, when, and where the occurrence took place
- Any witness statements or names of witnesses
- Names of any others who have been treated in a similar way
- Details of any former complaint made about a similar incident, date, where and to who made
- A preference for a solution to the incident.

Until a hearing is arranged, a complainant's name will be kept confidential, other than possibly arranging for details of witnesses to be given to the Head of Personnel Services.

It is the responsibility of each Manager within the Company that his or her treatment of employees, and the decisions and approach taken within their own sphere of operations are devoid of discriminatory practices.

The Board of Directors and the Management Team will give full backing to this policy and will support all those who endeavour to carry it out.

Every employee joining the Company will be made aware of this document.