

## EQUALITY & DIVERSITY POLICY STATEMENT

Aircon Group is committed to eliminating discrimination & encouraging diversity amongst our workforce. Our goal is that our employees will be truly representative of all sections of society and each employee feels respected and able to give of their best.

The purpose of this policy statement is to provide equality and fairness for everyone in our employment and not to discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, disability, sexual orientation, religion or age. We oppose all forms of unlawful and unfair discrimination.

All employees, whether part-time, full time or temporary will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to help maximise the efficiency of the organisation.

### Our Policy Commitment:

- ✓ Create an environment in which individual differences and the contributions of all staff are recognised and valued.
- ✓ Ensure a working environment that promotes dignity and respect for all. No form of bullying, intimidation or harassment will be tolerated.
- ✓ Ensure all training, development and progression opportunities are available to everyone.
- ✓ Instigate our disciplinary procedures for any breaches of policy which is regarded as misconduct
- ✓ Full support by our senior management team to policy & procedure
- ✓ Monitor and annually review our employment practices and procedures to ensure fairness

Responsibility for this policy and on behalf of Aircon Group:



Name: Mr. S. Farrell  
 Designation: Managing Director

Author	Mr. Ron Agar
Reference / Version	ARL/E&DP/2014v1
Reviewed date:	21/11/2018
<b>Next review due:</b>	<b>21/11/2019</b>