

Abstract Office Interiors Limited Equal Opportunities Policy

Abstract uphold that it is unlawful to discriminate directly or indirectly in recruitment or employment against the protected characteristics stated in the Equality Act 2010.

Protected characteristics are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation.

It is our policy to provide employment and recruitment equality to all. We uphold that under the Equality Act 2010 it is unlawful for staff to discriminate directly or indirectly, or harass customers or clients irrespective of the protected characteristics.

We aim to eliminate discrimination and harassment by enforcing the following:

- Discrimination, bullying or harassment is totally unacceptable.
- This policy will be used in training sessions for all employees.
- Maintain it is unlawful to discriminate against an individual because of an association with another individual who has a protected characteristic.
- Support it is unlawful to discriminate or harass any individual based on the perception that he or she has a protected characteristic when he or she does not.
- Ensure company policies, rules or practices do not put any employee at a disadvantage and promoting a harmonious working environment in which all persons are treated with respect.
- Deal with any harassment of employees relating to any of the protected characteristics by a third party such as a supplier or client.
- Not tolerating any form of victimisation against a person relating to action already being taken under the Equality Act.
- Enforce equal opportunities for all job applicants and employees. Vacancies advertised internally and externally will include a statement on equal opportunities.
- We will fulfil all our legal obligations under the current legislation and associated codes of practice. It will be regularly updated, communicated and reviewed.

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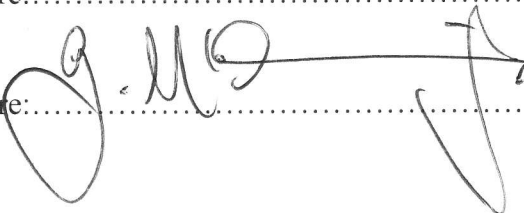
Employees who believe that they have suffered from any form of discrimination, harassment or victimisation, are entitled to raise the matter with the Managing Director who will deal with any complaints seriously, promptly and confidentially. Employees wishing to make a complaint to a tribunal will be required to raise their complaint under our internal grievance procedures first. This must be a written letter of complaint to the Managing Director. Breaches of the Equal Opportunities Policy will be regarded as misconduct and could lead to disciplinary action, legal proceedings and may warrant dismissal.

Achieving effective implementation will depend on commitment and awareness of all employees and contractors. This policy will be recapped at regular times to all involved in Abstract's company business. We recognise that the provision of equal opportunities in the workplace is not only good management practice but it also makes sound business sense. Our equal opportunities policy is aimed to help all who work for us to develop their full potential and the talents and resources of the workforce will be utilised fully to maximise the efficiency of the organisation.

This policy is fully supported by Senior Management and has been agreed with all current employees.

Date:.....01/11/2018.....

Signature:.......... Managing Director

Signature:.......... Workplace Representative