

EQUAL OPPORTUNITIES

10.1 EQUAL OPPORTUNITIES POLICY

Totalis wishes to employ a workforce which reflects the diverse community at large and values the individual contributions of people irrespective of sex, age, marital status or civil partnership status, disability, sexual orientation, gender and gender reassignment, race, religion or belief. All employees will be treated with dignity and respect. Totalis will use its best endeavors to provide a working environment free from unlawful discrimination, harassment or victimisation.

The Company will not tolerate acts which breach this policy and all instances of such behaviour or alleged behaviour will be taken seriously, fully investigated and may be subject to its disciplinary procedure. The highest standards of conduct are required of everyone regardless of seniority.

Any employee who believes that they may have been subjected to treatment which breaches this policy may raise the matter using the Dignity at Work Policy and Procedure, detailed in Section 13.

10.2 FLAGS AND EMBLEMS

Totalis aims to provide a neutral and harmonious work environment. With this in mind the display of flags, emblems, posters or similar material, the circulation of literature or the articulation of songs, slogans or banter which may cause offence or concern amongst staff, service users or other stakeholders will not be tolerated. In the event that the matter of concern involves our employees, the disciplinary process will be invoked.

10.3 OUTSIDE THE WORKPLACE

Whilst the Totalis principal concern is to ensure that harassment does not occur in the workplace, employees are also expected to adhere to this policy outside work including, for example, at planned Totalis social events, during lunchtime or in the evenings and/or during travel to and from work. Any breach of this policy in these circumstances will be treated seriously by the Company in accordance with its disciplinary and grievance procedures, and may lead to dismissal.