



STONE
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Stone Applications UK Ltd Equal Opportunities Policy

References to “Us”, “We”, “Our”, “Company” refers to Stone Applications UK Ltd.

The Company endeavours to provide equality of opportunity as a service provider and as an employer. This document outlines Our approach to make sure all employees, customers, contractors, and those who have dealings with the Company are treated equally and without prejudice at all times, clearly demonstrating our promotion of diversity within the workplace.

As a company, We aim to have employees that are representative of all sections of society, with each member of staff feeling they have the respect of those around them, in order for individuals to be able to work to the best of their abilities.

All employees are responsible to practically implement this policy on a daily basis, supporting all initiatives to promote equal opportunities.

Non-compliance with the policy is not tolerated and will be dealt with through official channels.

Everybody in the workplace, whether full-time, part-time, permanent, temporary or contractual, has the right to work without fear of being singled out for any reason whatsoever. There will be no discrimination on grounds of sex, race, individuals close to or going through a term of pregnancy, disability, age, religion, beliefs, marital status, gender, sexuality, sexual orientation, ethnicity, trade union memberships, domestic circumstances, on matters of :-

- recruitment
- promotion
- training or transfers
- terms of condition of service
- discipline procedures or dismissal
- performance appraisal and pay
- policies against harassment
- termination of employment

The harassment of lesbians, gay men, bi-sexual individuals and trans-gender individuals will not be tolerated.

All people must have equality of opportunity for employment and advancement on the basis of their suitability and merit for the work.

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Working environments shall promote respect, integrity and encourage individual differences and contributions by recognising and valuing staff.

1. Partner Organisations

The Company will strive to, as far as is feasible to do so, in ensuring its stakeholders and any contractors, also maintain the policy of equal opportunities.

We are committed to working with partner organisations to ensure its policies and procedures are inclusive for all and do not contradict our own policies. The company will ensure conforming to international legislation and according codes of practice in the countries in which the company operates, striving to exceed the requirements of legislation wherever possible.

2. Discrimination

2.1

Discrimination can fall into different categories, each as bad as the other even if it is not direct, explicit or obvious discrimination.

2.2

Direct discrimination – do not treat a person differently due to them having different characteristics; refusing to employ someone to a post due to their sexual orientation

2.3

In-Direct discrimination – do not treat certain people/parties in one manner and others in a different manner based on the two parties having differing characteristics; discriminating on dress/uniform, disadvantaging those who are from a certain racial or ethnic group and for which there was no justification.

2.4

Harassment – Subjecting someone to degrading conduct that is unwarranted. Harassment can amount to discrimination when unwanted conduct violates a person's dignity or creates a negative atmosphere.

Treating a disabled person or people associated with them worse than you would treat other people.



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2.5

Victimisation – when an individual is treated less favourably than colleagues because he/she has taken action to assert their legal rights. Treating a person worse because you mistakenly believe they have a certain characteristic, belief, or condition.

2.6

Disability Discrimination – takes place when a disabled person is treated less favourably by their employer because of a reason relating to their disability without a justified reason. We as an employer will make reasonable adjustments to working conditions to accommodate disabled people.

3. Access to Company Premises

We will take all reasonable steps to ensure that our buildings and premises are accessible to disabled employees, customers and visitors.

4. Access to Vehicles

We will also take reasonable steps to ensure that our vehicles are accessible to customers and staff and comply with the relevant legislation for the country in which they operate.

5. Access to Information

We will seek to ensure that information is made available to our customers and employees in alternative formats as required.

Equal opportunities will be implemented in some of the following ways;

6. Recruitment

6.1

All recruitment will be carried out with regard to fairness, equality and consistency for all candidates at all times.

Recruitment and employment will be made on fair and objective criteria.

6.2

The Company will encourage the local community to apply for jobs by distributing the vacancy through external advertising, local media, job centres, careers, offices, employment agencies, and local



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community groups. Attempts will be made to distribute vacancies to disadvantaged and under-represented groups.

6.3

If a certain demographic is under represented in the Company, the Company may consider action to address the imbalance, improving access to training, giving special encouragement to apply for vacancies.

6.4

All vacancies advertised will have a brief equal opportunities statement attached

6.5

Person and job criteria will be limited to those required for the necessary and effective performance of the job.

6.6

The requirements of job applicants and existing members of staff who have or have had a disability will be reviewed to ensure that provisions are made to enable them to enter or remain in employment. Attempts will be made to ensure the active participation of disabled staff and visitors.

6.7

All recruitment personnel will be given training in areas of Equal Opportunities.

7. Training and Development

7.1

Guidance and training will be provided to all staff with regard to diversity awareness and equality to ensure we are both an inclusive employer and service provider.

7.2

The Company will strive for equal opportunities by equal access to training and career development opportunities.

7.3

Training programmes will factor in diversity in the workplace and training resources will not stereotype, prejudice, or discriminate in any way.



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7.4

Service users who complain of discrimination will have their issue(s) taken seriously and the appropriate action will be taken by the relevant manager to eliminate any concerns of prejudice.

7.5

From time to time, the Company will review its employment practices, policies, and procedures, to ensure awareness and initiatives are kept up to date.

7.6

Disability – The Company will, within its abilities, make all reasonable changes to a role to accommodate a disabled person. If this is not possible, then the Company will seek alternative and suitable alternatives to employment. Our objective to be compliant to Equal Opportunity policy will be achieved by regular reviewing of action plans with the relevant managers and directors.

8. Monitoring

8.1

HR will analyse the breakdown of employee statistics; statistics analysis will observe numbers relating to ethnic origin, sex, age, contract status and disability of all staff. This will always be done on an anonymous basis.

8.2

From the resulting report, factors scrutinised will include the number of staff in post, applicants for training, employment and promotion, staff who receive training, staff involved in grievance procedures, staff subject to grievance procedures, staff that cease employment and changes in the number of staff.

9. Grievance

If you feel discrimination has taken place in any manner whatsoever, then you have the right to pursue that through the appropriate channels to seek redress. Harassment in any form will not be accepted at work and will not be permitted nor condoned.

Discriminatory behaviour and breach of the Company Equal Opportunities policy will not be tolerated and may result in disciplinary action up to and including dismissal.

All grievances will be thoroughly investigated, dealt with fairly and consistently.

10. Complaints

Any employee who feels that he or she has grounds for complaint in relation to bullying, discrimination, harassment or victimisation has the right to pursue the complaint through the Company's grievance procedure.

Customers who feel they have grounds for complaint may pursue these through the customer complaints procedure. The Company's complaints procedure must be accessible to all.

11. Responsibilities

HR will be responsible for implementing and monitoring the policy.

HR will monitor all other personnel policies, procedures, and practices to ensure that they fall in line with the Equal Opportunists policy.

It is compulsory that all members of staff support this policy and eliminate any discrimination in the workplace.

All managers are responsible for implementing fair and non-discriminatory practices within the areas, departments, workplaces dealing fairly and with equality at all times. Additionally, managers must ensure that those making select decisions are aware of and have received training with regard to this policy.

Head of Facilities to ensure that any Stone Application buildings meet the criteria for allowing wheel-chair access.