

## **Equal Opportunities and Dignity at Work Policy**

### **Statement of Intent**

Window Systems Divisions' Equal Opportunities and Dignity at Work Policy is designed to eliminate discrimination, victimisation, harassment and bullying, and promote equality of opportunity in employment, recruitment, promotion, training, etc.

We are committed to making full use of the talents and resources of all our employees and potential employees, and to provide a healthy environment to encourage good and productive working relationships.

### **Policy Objectives**

- No employee or job applicant receives less favourable treatment than another on grounds of his/her sex, marital status, family commitments, disability, race, ethnic origin, religion, age, or sexual orientation.
- No employee or job applicant is placed at a disadvantage by requirements or conditions which have a disproportionately adverse affect based on his/her sex, marital status, family commitments, disability, race, ethnic origin, religion, age, or sexual orientation, and which cannot be shown to be justifiable on any other grounds.
- We recognise the right of every employee to work in an atmosphere free of harassment and bullying and to be able to complain about it should it occur. We will take appropriate steps to promote such a workplace.
- Employees who consider that they are victims of discrimination, victimisation, harassment or bullying shall raise the issue through the grievance procedure.
- In circumstances where it is inappropriate to raise the issue with the immediate line manager (e.g. it may be their manager's behaviour that is the cause for complaint), the matter shall be raised with a more senior manager, a manager from a different area, or directly with Group HR.

### **Duty of all Employees**

Although the primary responsibility for enforcement rests with management, each employee has responsibility for ensuring compliance with this policy and any relevant legislation. Individual employees will be held personally liable for acts of discrimination, harassment, bullying, etc. that they commit, encourage, contribute to, or condone.



**Clare O'Hara**  
**Managing Director**