
EQUAL OPPORTUNITIES POLICY

We believe that all decisions about people at work should be based on the individual's abilities, skills, performance and behaviour and our business requirements. Questions of an individual's race, colour, gender, marital status, age, religion or sexual orientation are never relevant to our business. Issues of disability and HIV/AIDS status should only be considered against the particular requirements of the job.

All employees must strictly adhere to our equal opportunity practices and policies. Discrimination, abuse or failure to observe IDEA policy and practice will result in disciplinary action being taken, including summary dismissal in serious cases.

Diversity

Although we are and remain committed to equal opportunity, we also recognise that certain groups within the community may be under represented in the business as a whole. We may therefore take steps to ensure that opportunities are made known to those groups and where appropriate that training is provided to enable those groups to compete on equal terms.

Harassment

We want to provide an environment, which respects the dignity of individuals at work. Harassment of individuals based on any of the issues listed in the Equal Opportunities Policy is neither permitted nor condoned by iDEA. Harassment may involve unwanted or unnecessary physical contact, words, writing or pictures; or isolation or non co-operation, coercion, or intrusion by pestering or spying. Any behaviour like this will always be viewed extremely seriously and a single serious incident can result in summary dismissal for Gross Misconduct. Sexual relationships between individual in a direct or indirect reporting line are a cause for concern, as the objectivity and integrity of business decisions may be called into question. Additionally this type of conduct can be construed as sexual harassment. If the situation arises, you must discuss this matter with either your director or the HR Director, so that the situation can be assessed and appropriate action taken.

Atypical working patterns

Flexible and/or atypical working patterns may be beneficial for some employees and the business. Requests from employees to fit working hours to their own personal circumstances will be considered in context of the needs of the business. We are committed to IT investment and employees have the ability to access email and File Servers remotely allowing home working, in line with our Home Working Policy. Where unpaid overtime has been worked, employees are encouraged to take Time Off in Lieu (TOIL), in line with our TOIL Policy.

Grievance

If you believe that the Equal Opportunities Policy is not being followed in your case and that informal attempts to resolve the issues have failed or are inappropriate in the circumstances, you should raise the matter through the Grievance Procedure or, if you prefer through the HR Director. You may always contact the HR Director or any other Director, formally or informally, to discuss your situation. It is always helpful to raise these problems at an early stage. Please refer to the iDEA Employee Handbook for further information.