

Equal Opportunities Policy Statement

Throughout its work and services, infrasup ltd. is committed to reflecting the full diversity of its client base and promoting equality of opportunity for everyone.

We aim to ensure equal access to our services by all citizens on the basis of need and to provide services in a manner that is sensitive to the individual whatever their background. We will represent the needs of our diverse customers and other agencies and make equal opportunities a key guiding principle in all of our work with our partners. We will ensure that our workforce reflects the community it serves. We will take positive action to realise our equality of opportunity policy.

Law and Legal requirements

infrasup abide by current rulings and legislation in particularly:

- Equal Pay Act 1970
- Sex Discrimination Act 1975
- Race Relations Act 1976
- Race Relations Amendment Act 2000
- Race Relations (Amendment) Regulations 2003
- Disability Discrimination Act 1995
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003
- Race Relations Amendment Act 2000
- Employment Rights Act 1996
- Human Rights Act 2000
- Employment Relations Act 1999
- Part Time Working regulations 2000
- Employment Equality (Age) Regulations 2006
- Equality Act 2006

Recruitment and Selection

All positions with the company are advertised internal and externally using independent agencies and websites guaranteeing applications form a wide cross section of applications from all racial, sexual age or gender groups. We Endeavour to select applicants on merit and suitability to the vacancy and not on their personal background. This is of course subject to current company operational procedures.

Policy Implementation and review

All employees agreed to abide by company policies and were possible the company uses suppliers and sub contractors who also have similar policies.

All company policies are reviewed on a regular basis to insure they accurately represent current Legal and Company procedures.

Racial Equality in Employment

We are committed to eliminating discrimination on the grounds of:

- Age
- Disability
- Colour, ethnic origin, nationality, national origin or race
- Gender
- HIV status
- Marital status
- Religion or belief
- Responsibility for dependants
- Sexual Orientation
- Unrelated criminal convictions

A cross section of all genders, ages and ethnic original will be continue to be selected where the candidates have the appropriate skills and can abide by current operational procedures.

It is the responsibility of every employee of the company to uphold and implement the policy. The company will uphold its strong beliefs and any employee found to be ignoring company procedure will be subject to retraining and where necessary disciplinary action.

Staff Communications and training

Infrasup business is based on customer satisfaction and competence in the current IT product range and procedures. It is paramount that all staff operate in a professional manner they would also like to be treated like if they were the customer. We strive to achieve a pleasant working environment for all staff where all members have dignity and respect for others.

Staff will receive an introduction to company business, procedures and technical training where necessary. New staff are expected to have the relevant basic skills necessary to fulfill their role, be it with some extra training if necessary. Any training that is requested from an employee of customer will be accessed for it validity before being granted.

Monitoring and performance

All employees will be assessed on a regular basis (typically twice annually). Management will speak to each individual and give the employee feedback on their individual career progression achievements and future targets will be set. These reviews will be conducted in a manner for all parties to create a positive environment rewarding success and performance, whilst helping improve procedure skills or policies to suitable level for employee customer and company benefits.

Complaints

All customers or employee complaints will investigated and be treated in serious confidential and professional manner. When necessary written statements will be taken from third parties to assist in resolving complaints. Once the management has interviewed all parties a decision will be made to help to best settle any issues

Disciplinary Action

Any disregard or breach of company procedures will be treated as a serious matter..Repeated disregard for other staff members welfare or policy will result in disciplinary procedures being implemented. After an initial warning continued or severe activity will result in dismissal or other legal action.