

 <p>ONA Open Network Associates Ltd</p> <p>Company Registration Number: 6954538</p>	<p>Open Network Associates Ltd Equal Opportunities Policy</p>	<p>Doc. Ref.: ONAP3 Issue: 1.0 Page 1 of 2 Date: December 2009</p>
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Equal Opportunities Policy

Open Network Associates Ltd is an equal opportunities employer and individuals and contractors are employed on the basis of merit irrespective of race, colour, sex, sexual orientation, marital status, disability, religion, ethnic or national origin, religion, political beliefs, age, membership or non membership of a trade union.

As per ACAS guidelines and to assist with monitoring our Equal Opportunities policy all employees and contractors are asked to complete Equal Opportunities Monitoring Form refs ONAP4. This information is for monitoring purposes only and is used to inform management decisions pertaining to the policy.

1. POLICY STATEMENT

As an Equal Opportunities employer, Open Network Associates Ltd is fully committed to establish and maintain a working environment in which recruitment, promotion and development within the Company is based upon merit. We will ensure that no employee or job applicant is treated less favourably on the grounds of age, colour, race, nationality or ethnic origin, gender, sexual orientation, disability, marital status, religion or belief or any other condition which cannot be justified in job related terms.

2. WHAT IS DISCRIMINATION?

Direct Discrimination - Occurs when someone is put at a disadvantage on discriminatory grounds in relation to their employment. Direct discrimination may occur even when unintentional. It is: to treat less favourably because of their age, race, sex, sexual orientation, religion/belief or disability than someone else would be treated in the same or similar circumstances.

Indirect Discrimination - Occurs where the individual's employment is subject to an unjustified condition which an individual finds more difficult to meet, due to their age, sex, race, disability, sexual orientation, religion or belief, although on the face of it, the condition or requirement is 'neutral'. An example of this would be a requirement for GCSE English as a selection criteria, as this would impact on individuals educated overseas and may not be justified if they show a reasonable level of literacy. It is: a rule, regulation or condition that applies to all, which adversely affects one group making it harder for them to comply and cannot be justified on grounds of safety or efficiency.

<p>Document Owner: Roy Adair</p> <p>Document Owner Job Title: Director</p> <p>Document Review Date: December 2010</p>	<p>Issue Date: December 2009</p> <p>Effective Date: December 2009</p>
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Disability Discrimination - Occurs where an individual is unjustifiably disadvantaged in employment/recruitment for a reason connected with their disability, unless the discrimination cannot be avoided by making reasonable adjustments, e.g. failure to recruit a member of staff who uses a wheelchair without considering whether the working arrangements or premises can be reasonably adapted to their needs. It is: a substantial long-term impairment which has an adverse affect on a previous ability to carry out normal day to day activities.

3. PRINCIPLES

The Company's objective is to attract job, promotion and training applications from the best possible candidates regardless of gender, race, age, colour, sexual orientation, marital status, ethnic or national origins, disability, religion or belief.

Recruitment The Company will endeavour to ensure that job vacancies are widely advertised /publicised so that the widest range of candidates can apply.

Monitoring In order to ensure the effectiveness of its equal opportunities policy, the Company monitors the composition of its workforce, applications for promotion or training and job applicants. Information given as part of its monitoring policy is treated in the strictest confidence. It is used solely for monitoring purposes. The result of its monitoring is regularly reviewed by the Directors.

Grievance Any employee who believes that they may have been disadvantaged on discriminatory grounds is entitled to raise the matter through the Company Grievance or Company Behaviour at Work Procedure, a copy of which is provided with the job offer and is available electronically on request.

Discipline All employees have a responsibility to ensure that the Company's Equal Opportunities Policy is properly observed and fully complied with. Any act of discrimination or harassment by an employee is viewed very seriously by the Company and shall be dealt with via the Company's disciplinary procedure. In appropriate cases discrimination or harassment will result in the employee's dismissal even in the event of a first offence, regardless of length of service and previous record.

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