



Equal Opportunities Policy

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Revision History

Version	Revision Date	Revised by	Section Revised
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Policy Statement

Neem is committed to the promotion of equality of opportunity. It is our policy to provide employment equality to all, irrespective of:

- Gender, including gender reassignment
- Marital or Civil Partnership status
- Having or not having dependants
- Religious belief or political opinion
- Race (including colour, nationality, ethnic or national origins, being an Irish Traveller)
- Disability
- Sexual Orientation
- Age

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees, agency staff, former employees and others who work for NEEM will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment, selection, promotion, training or and other benefit will be made objectively and without unlawful discrimination.

We recognise that the provision of equal opportunities in the workplace will help all those who work for NEEM to develop their full potential and the resources of the workforce will be utilised fully to maximise the efficiency of the business.

Equality Commitments

Neem is committed to:

- Promoting equality of opportunity for all persons
- Promoting a good and harmonious working environment in which all persons are treated with respect.
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment, bullying and victimisation.
- Fulfilling all legal obligations under the equality legislation and associated codes of practice.
- Complying with our own Equal Opportunities Policy and associated Policies.
- Taking lawful, affirmative or positive action, where appropriate.
- Regarding all breaches of the Equal Opportunities as misconduct which could lead to disciplinary action.

Scope

- The directors have specific responsibility for the implementation of this policy.
- In order to implement this Policy, we shall:
 - Communicate the Policy to employees, job applicants and relevant others (such as temporary workers and contractors)
 - Incorporate specific and appropriate duties in respect of implementing the Equal Opportunities Policy into job descriptions and work objectives of all staff.
 - Providing equality training and guidance as appropriate.
 - Ensure that those assessing candidates for recruitment or promotion will be trained in non-discriminatory selection techniques
 - Incorporate equal opportunities notice into general communications practices.
 - Obtain commitments from other persons or organisations such as subcontractors or agencies that they too will comply with the Policy in their dealings with Neem Consulting

Monitoring and Review

The effectiveness of this Equal Opportunities Policy will be reviewed regularly (at least annually) and action taken as necessary.

Complaints

Employees who believe that they have suffered any form of discrimination, harassment, bullying or victimisation are entitled to raise the matter through the procedures outlined in the Bullying and Harassment Policy or in a more serious matter, the Grievance and Disciplinary Procedures. A copy of these procedures is available from HR. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

In addition to our internal procedures, employees have the right to pursue complaints of discrimination to an industrial tribunal or the Fair Employment Tribunal under the following legislation:

- Sex Discrimination 1975, as amended
- Disability Discrimination Act 1995, as amended
- Race Relations Act 1976, as amended
- The Employment Equality (Sexual Orientation) Regulations 2003
- The Employment Equality (Religion or Belief) Regulations 2003
- The Employment Equality (Age) Regulations 2006
- Equal Pay Act 1970, as amended
- Rehabilitation of Offenders Act 1974, as amended
- Human Rights Act 1998

However, employees wishing to make a complaint to a tribunal will normally be required to raise their complaint under the internal Grievance Procedure first.

Every effort will be made to ensure that employees who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may result in dismissal.