

PRENAX Equal Opportunities Policy

Purpose & Scope

The purpose of this Equal Opportunities Policy is to communicate Prenax's commitment to equality of opportunity in employment, with the aims of ensuring that all employees and job applicants are treated fairly and equally, and supporting Prenax's objective of providing a working environment that is free from all forms of discrimination.

The policy applies to all Prenax staff, including employees and other workers, such as temporary workers and contractors. All staff are expected to put this policy into practice.

A copy of this policy is available to all employees and can also be found at <http://www.prenax.co.uk/>. Job seekers can access the policy via the Prenax website and will be sent a copy of the policy on request. In addition, all employees will be briefed on this policy during the induction process for new employees.

Any questions about the policy should be directed to Prenax's Head of Operations.

The Prenax Management Team has agreed the contents of this policy.

This policy does not form part of employees' contracts of employment and Prenax may amend it at any time.

The policy is reviewed regularly and may be amended at any time.

Policy statement

Prenax is fully committed to providing equality in the workplace. Opportunities for, and during employment, will be afforded to individuals fairly and irrespective of age, disability, gender, gender reassignment, marital or civil partnership status, pregnancy or maternity, race including colour, ethnic or national origins and nationality, religion or belief or sexual orientation (protected characteristics). We aim to create a working environment that is free from discrimination and harassment in any form, in which all staff, customers and suppliers are treated with dignity and respect.

Prenax will not unlawfully discriminate in the arrangements we make for recruitment and selection or in the opportunities afforded for employment, training or any other benefit. All decisions will be made fairly and objectively. We aim, as far as reasonably practicable, to ensure that all our working practices are applied fairly and consistently and, where necessary, we will take reasonable steps to avoid or overcome any particular disadvantage these may cause and to promote equality.

Prenax respects an individual's right to choose whether or not to belong to a trade union. Membership status will have no bearing on an applicant's suitability for employment or result in any detrimental treatment when working for Prenax.

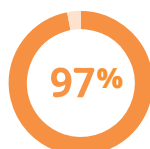
Specific Responsibilities

Prenax has overall responsibility for the effective operation of this policy and for ensuring compliance with the Equality Act 2010 and associated legislation and for observing relevant Codes of Practice.

The Prenax Management Team is responsible for monitoring and reviewing the policy and for ensuring that all employment-related policies, procedures and practices adhere to this policy.

All staff have a responsibility not to discriminate or harass other staff, customers and suppliers and to report any such behaviour of which they become aware to the Head of Operations.

All Managers are responsible for implementing the Equal Opportunities Policy and must apply the policy as part of their day-to-day management of Prenax.



Client retention rate



Years our staff stay with us



Average saving in first 18 months



Tonnes of paper to digital in last 5 years

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Forms of discrimination

The following are forms of discrimination that this policy aims to avoid:

Direct Discrimination occurs when a person is treated less favourably because of a *protected characteristic* that they either have or are thought to have. Direct discrimination can also occur by way of association, which is when a person is treated less favourably because, for example, their spouse or partner or other relative has the *protected characteristic*.

Indirect Discrimination occurs when a provision, criterion or practice is applied equally to everyone, but has a disproportionately adverse effect on people who share a particular protected characteristic. A person with the protected characteristic who is disadvantaged in that way has the right to complain.

To be justified the provision, criterion, or practice must be necessary for legitimate business reasons in circumstances where less discriminatory alternatives are not reasonably available.

Victimisation occurs where someone is treated unfavourably because he/she has raised a complaint under this policy or taken legal action, in relation to any alleged act of unlawful discrimination, against Prenax or because he/she has supported someone else in doing this.

Harassment is unwanted conduct that violates an individual's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. Harassment can take many different forms and may involve inappropriate actions, behaviour, comments, emails or physical contact that causes offence or are objectionable.

Harassment may involve a single incident or persistent behaviour that extends over a period of time and can occur even if someone did not mean to cause offence. It also means that a person can be subjected to harassment by behaviour that is not aimed at them directly but which they nonetheless find unpleasant.

Harassment is always unacceptable and where it relates to a protected characteristic it will amount to an unlawful act of discrimination.

Discrimination arising from Disability - In addition to the above, it is unlawful to treat a person unfavourably because of something that is the result, effect or outcome of their disability, unless the treatment is necessary and can be objectively justified. Furthermore, employers have a duty to make reasonable adjustments to ensure that disabled applicants, employees or other workers are not substantially disadvantaged.

Creating equal opportunities in the workplace

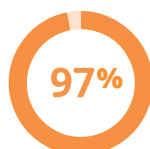
There are a number of ways in which Prenax aims to ensure equal opportunities in the workplace, including:

Recruitment and selection

Recruitment and selection procedures will be free from bias or discrimination. Recruitment procedures will be conducted objectively and will be based upon specific and reasonable job-related criteria. Decisions regarding an individual's suitability for a particular role will be based on aptitude and ability.

We will consider making appropriate reasonable adjustments to the recruitment process to ensure that disabled applicants are not substantially disadvantaged.

Prenax will consider taking appropriate positive action to enable or encourage applications from persons with a protected characteristic that is under represented in the organisation.



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Career development and training

All staff will be given an appropriate induction to enable them to fulfil the responsibilities of their role.

All employees will be encouraged to develop their full potential and Prenax will not unreasonably deny an employee access to training or other career development opportunities. These will be identified as part of a performance management process and will be determined objectively, taking into account the needs of the business and available resources.

Terms and conditions

Our terms and conditions of service will be applied fairly and benefits and facilities will be made available to all staff who should have access to them, as appropriate.

Employment policies and practices

Prenax aims to ensure that employment policies and practices, including any rules or requirements, do not directly or indirectly discriminate and are applied in a non-discriminatory manner. In particular, we will ensure that all disciplinary decisions are fair and consistent and that selection for redundancy is based on objective criteria.

Prenax will consider making appropriate reasonable adjustments to the working environment or any work arrangements that would alleviate any substantial disadvantage these cause disabled staff.

We will aim as far as reasonably practicable to accommodate the requirements of different religions and cultures and will consider requests from employees to vary or change their working hours to enable them to care for a dependant. The needs of the business cannot be ignored.

Working environment

All individuals have a right to be treated with dignity and respect and Prenax takes reasonable steps to protect staff from discrimination, bullying or harassment. In the event of a complaint, we will take appropriate action to prevent, as far as possible, a further occurrence.

All staff are encouraged to report any incidents of inappropriate or unacceptable behaviour at work or that occur during the course of employment, on or off premises. This includes at work social events (whether organised by Prenax or not) or at formal or informal events involving staff, customers or other work-related contacts.

Equal Opportunities Monitoring

Prenax will monitor the effectiveness of this policy to ensure it is achieving its objectives.

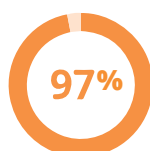
Information collected for monitoring purposes will be treated as confidential and will not be used for any other purpose.

Raising a complaint of discrimination

If you believe you have been discriminated against, you should raise the matter in accordance with Prenax's Grievance Procedure. A copy of the Grievance Procedure can be found in your contract. If you believe that you may have been subject to harassment you are encouraged to raise the matter in accordance with your contract.

Any employee who is found to have committed an act of discrimination, or breached this policy in any other way, will be subject to action under the Disciplinary Procedure, up to and including dismissal. Non-employees will be subject to appropriate formal action that may, depending on the circumstances, involve terminating any contract or agreement.

Prenax will also take seriously any malicious or, in its opinion, unwarranted allegations of discrimination and will take appropriate action, disciplinary or otherwise, where necessary.



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