



Equal Opportunities Policy

Alide Hire Services aims to be an equal opportunities employer and set out below is its policy for this purpose.

This policy covers all aspects of employment, from vacancy advertising (internally and externally), selection, recruitment and training to all conditions of service and reasons for termination of employment.

Alide Hire Services does not and will not discriminate on the basis of race, religion or similar belief, colour, nationality, national or ethnic origin, sex, marital or family status, sexual orientation, sex change status, age, disability or against employees working on a fixed term or part time basis.

All dealings with colleagues, customers and suppliers must be conducted in a proper and appropriate manner. We are committed to the law and to the practice and promotion of equal opportunity in each and every aspect of employment. All employees are urged to comply with this policy. Breach of this policy is a disciplinary offence which will be investigated and dealt with in accordance with Alide Hire Services' Disciplinary Policy. The disciplinary action taken will depend upon the breach but can include summary (instant) dismissal in serious cases.

If you wish to complain about a breach of this policy there are two avenues available to you:

Informal

If you believe that this policy has been breached, you should either discuss it with your Departmental Director or the HR Consultant who will investigate the issue in confidence.

Formal

If the policy is still not observed, or if an informal approach is not appropriate, you should make a Formal complaint to your Departmental Director, by utilising the Alide Hire Services' Grievance Procedure. If it is not appropriate to bring it to their attention in this way you should approach the HR Consultant. Once a formal complaint has been made, an investigation will be made by Alide Hire Services.

Strict confidentiality will be observed and where witnesses are interviewed, they will be requested to keep the matter confidential. Those conducting the investigation will not be connected with the allegations and will make every effort to conduct the investigation speedily. The complainant and those alleged to have breached the policy will have the right to be accompanied to any interviews by a colleague during the investigation and the person(s) alleged to have breached the policy will be given full details of the nature of the complaint and the opportunity to respond.

Alide Hire Services may decide to suspend the person(s) alleged to have breached the policy on full pay during the investigation or temporarily transfer him or her away from the complainant.

Disciplinary action will be taken against any employee who is found to have breached this policy. Disciplinary action may include instant dismissal for serious or repeated breaches of this policy. In other cases, it may include a formal warning. Disciplinary action will be taken in accordance with Alide Hire Services Disciplinary Policy and this policy.

If, when upholding a complaint, Alide Hire Services determines that it is necessary and practicable to relocate one of the parties, wherever practicable the complainant shall be given the opportunity to decide whether they would like to remain in their location or move.



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**ALIDE HIRE SERVICES**

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Where a breach is found to have occurred, Alide Hire Services will monitor the situation to ensure that the breach does not continue. It is also a disciplinary offence to victimise or retaliate against an employee who has complained in good faith about a breach of this policy. Further, it is a disciplinary offence to make malicious or vexatious allegations under this policy.



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