

Equal opportunities policy

1. Purpose and scope:

The Managing Directors of Alternative Heat (AH) advocates equality of opportunity for all and declares that they will actively promote a policy which is anti-discrimination, harassment, or victimisation. AH provide equal opportunity for all job applicants and workers.

2. Responsibilities:

- The Managing Directors have overall responsibility for the operation of this policy.
- The Head of Human Resources (HR) has responsibility of actioning this policy.
- All AH employees have individual responsibility of adhering to this policy.

3. Definitions:

- Discrimination Direct or indirect unfair treatment based on protected characteristic
- Harassment Unwanted conduct related to a protected characteristic that violates dignity or creates an offensive environment.
- Victimisation Treating an individual unfairly because they have made or supported a complaint about discrimination.

4. Recruitment:

4.1 All recruitment, promotion and training will be based upon an individual's ability and job performance and will exclude any consideration of:

- Race (including colour, nationality, ethnic or national origins)
- Religious belief
- Political opinion
- Disability
- Sex / gender, including gender reassignment
- Marital or civil partnership status
- Pregnancy / maternity leave
- Age
- Sexual orientation

5. Equality commitment:

5.1 AH will undertake to use its best endeavour to encourage its employees and all persons within the range of its influence to commit themselves to this policy. Joking or 'banter' among colleagues relating to any of the protected characteristics is strictly prohibited. Breaches of the policy and practice will be regarded as misconduct and may lead to disciplinary proceedings. Serious breaches may constitute gross misconduct justifying dismissal from AH.

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6. Legal framework:

- 6.1 This policy in accordance with the following legislation.
- Race Relations (NI) Order 1997
 - Fair Employment & Treatment (NI) Order 1998
 - Disability Discrimination Act 1995
 - Sex Discrimination (NI) Order 1976
 - Equal Pay Act (NI) 1970
 - Maternity and Parental Leave etc. Regulations (NI) 1999
 - Employment Equality (Age) Regulations (NI) 2006
 - Employment Equality (Sexual Orientation) Regulations (NI) 2019
- 6.2 AH are registered with the Equality Commission for the purposes of the Fair Employment and Treatment (NI) Order 1998. As such, AH are obliged to monitor the community background and sex of our job applicants and workforce.
- 6.3 AH will strive to ensure there is equality of opportunity within our company for all our employees.
- 6.4 AH declare that we will uphold all equal opportunities legislation to ensure equal rights for all.

7. Monitoring and review:

AH are obliged by law to review the composition of our workforce and our employment policies and practices every three years and, where appropriate, to consider taking affirmative action to promote fair participation between members of the protestant and roman catholic communities.

8. Communication and awareness:

AH will undertake to use its best endeavour to encourage its employees and all persons within the range of its influence to commit themselves to this policy. This policy shall be communicated to every employee through the employee handbook.

9. Related documents:

- Employee handbook
- Corporate social responsibility policy (HUM-POL-002)