

Data Tech Holdings Ltd (DT) is committed to providing a working environment in which employees are able to realise their full potential and to contribute to its business success irrespective of their gender, race, disability, sexual orientation, marital status, part time status, age, religion or belief. This is a key employment value to which all employees are expected to give their support.

It is the company's policy to comply with the all current legislation with respect to employment including:

- Disability Discrimination Act 1995
- Employment Act 2008
- Employment Rights Act 1996
- Enterprise and Regulatory Reform Act 2013
- Equality Act 2010
- Fixed-term workers (Prevention of less favourable treatment) Regulations 2002
- Part-time workers (Prevention of less favourable treatment) Regulations 2000
- Protection from Harassment Act 1997
- Race Relations (Amendment) Act 2000
- Racial and Religious Hatred Act 2006
- Modern Slavery Act 2015

In order to create conditions in which this goal can be realised, the Company is committed to identifying and eliminating unlawful discriminatory practices, procedures and attitudes throughout the Company.

The Company expects employees to support this commitment and to assist in its realisation in all possible ways.

Specifically, the Company aims to ensure that no employee or candidate is subject to unlawful discrimination, either directly or indirectly, on the grounds of gender, race (including colour, nationality or ethnic origin), disability, sexual orientation, marital status, part time status, age, religion or belief.

This commitment applies to all aspects of employment, including:

- recruitment and selection, including advertisements, job descriptions, interview and selection procedures;
- training;
- promotion and career development opportunities;
- terms and conditions of employment, and access to employment related benefits and facilities;
- grievance handling and the application of disciplinary procedures;
- selection for redundancy.

Equal opportunities practice is developing constantly as social attitudes and legislation change. The Company will keep its policies under review and will implement changes where these could improve equality of opportunity. This commitment applies to all the Company's employment policies and procedures, not just those specifically connected with equal opportunities.

HARASSMENT

Harassment is physical, verbal or nonverbal behaviour which is unwanted and personally offensive to the recipient, and which causes the recipient to feel threatened, humiliated, intimidated, patronised, denigrated, bullied, distressed or harassed.

Discrimination and harassment are often very complex matters, and there is no single way of dealing with every suspected or alleged instance. In some cases, employees may be able to deal satisfactorily with an issue by raising it with their immediate manager.

Employees making formal complaints should use the Company's Grievance Procedure HRS004.

The Company will treat seriously all allegations of unlawful discrimination or harassment and will conduct a full investigation, led by the HR Manager. Findings will be reported to the board of directors and acted upon accordingly.

ACCUSATIONS OF UNLAWFUL DISCRIMINATION OR HARASSMENT

Where an employee is accused of unlawful discrimination or harassment, the Company will investigate the matter fully, led by the HR Manager.

In the course of the investigation the employee will be given the opportunity to respond to the allegation and provide an explanation of his or her actions.

If the Company concludes that no unlawful discrimination or harassment has occurred, this will be the end of the matter.

If the Company concludes that the claim is false or malicious the complainant may be subject to disciplinary action.

If on the other hand the Company concludes that the employee's actions amount to unlawful discrimination or harassment he or she may be subject to disciplinary action, up to and including summary dismissal for gross misconduct.

MONITORING

The Company will not tolerate unlawful discrimination or harassment of any kind in the working environment and will take positive action to prevent its occurrence.

The Company will monitor its policies and will implement changes in order to improve them as social attitudes and legislation change. This commitment applies to all the Company's employment policies and procedures, not just those specifically concerned with equal opportunities.

The Board of Directors gives full backing to this policy and will support all that implement it.



Bob Jacobs
Managing Director