

Equal Opportunities and Diversity Policy

Introduction to IO Controls:

Founded in 2004 and operating from offices in Milton Keynes, we specialise in Building Energy Management Systems offering Support Services, Project Delivery and Consultation.

Organisational Purpose:

To make Building Energy Management Systems (BEMS) easy!

Organisational Vision:

To provide all strategic and operational stakeholders with quality solutions through a highly engaged team working effectively and consistently.

Strategic Direction:

We aim to generate profitable growth through organic and non-organic means around a core commitment to Quality, Customer Loyalty and Employee Engagement.

Equal Opportunities and Diversity Policy Statements:

- We recognise the benefits of a diverse workforce and are committed to providing a working environment that is free from discrimination.
- We will seek to promote the principles of equality and diversity in all our dealings with employees, workers, job applicants, clients, customers, suppliers, contractors, recruitment agencies and the public.
- All employees and those who act on our behalf are

1. Your Entitlements and Responsibilities

Unlawful discrimination of any kind in the working environment will not be tolerated and the Company will take all necessary action to prevent its occurrence.

Specifically, the Company aims to ensure that no employee or job applicant is subject to unlawful discrimination, either directly or indirectly, on the grounds of gender, gender reassignment, race (including colour, nationality, caste and ethnic origin), disability, sexual orientation, marital status, part-time status, pregnancy or maternity, age, religion or belief, political belief or affiliation or trade union membership. 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 review all policies and implement necessary changes where these could improve equality of opportunity.

Career development:

While positive measures may be taken to encourage under-represented groups to apply for employment opportunities, recruitment or promotion to all jobs will be based solely on merit.

All employees will have equal access to training and other career-development opportunities appropriate to their experience and abilities.

However, the Company will take appropriate positive action measures (as permitted by equal opportunities legislation) to provide specialist training and support for groups that are under-represented in the workforce and encourage them to take up training and career-development opportunities.

2. Arrangements

Complaints of discrimination:

The Company will treat seriously all complaints of discrimination made by employees, clients, customers, suppliers, contractors or other third parties and will act where appropriate.

If you believe that you have been discriminated against, you are encouraged to raise the matter as soon as possible with your manager or other senior employee using the Company's Grievance Procedure (outlined elsewhere in the Employee Handbook).

Allegations regarding potential breaches of this policy will be treated in confidence and investigated thoroughly. If you make an allegation of discrimination, the Company is committed to ensuring that you are protected from victimisation, harassment, or less favourable treatment. Any such incidents will be dealt with under the Company's Disciplinary Procedures.

Investigating accusations of unlawful discrimination:

If you are accused of unlawful discrimination, the Company will investigate the matter fully.

During the course of the investigation, you will be given the opportunity to respond to the allegation and provide an explanation of your actions.

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

If the investigation concludes that your actions amount to unlawful discrimination, you will be subject to disciplinary action, up to and including dismissal without notice for gross misconduct.

Equal Opportunities Monitoring:

The Company may carry out monitoring for the purposes of measuring the effectiveness of its equal opportunities and diversity policy.

Communicating the Policy:

- This Policy will be maintained as documented information within the Quality Management System.
- This Policy will be communicated effectively within the organisation such that its intended meaning and impact is understood.
- Efforts will be made to ensure the Policy is available to interested parties as appropriate

This policy has been approved & authorised by:

Name: Newton Parker

Position: Director

Signature:



Date: 1st January 2021

This Policy shall be reviewed annually or when otherwise required due to significant changes in circumstances.