

Equal Opportunities & Non-Discrimination Policy at Sivatech

This policy applies to all employees and third parties with whom Sivatech has dealings.

Sivatech Business Solutions is committed to equal opportunities in all its practices, policies and procedures and to the creation of a non-discriminatory environment.

The Company is committed to ensuring no employee, worker, client, visitor or any other individual who comes into contact with it is discriminated against, whether directly or indirectly, on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership status and pregnancy and maternity. The Company is also committed to ensuring that no-one with whom it has contact is victimised or harassed, and that opportunities are open to all.

The following are the forms of discrimination that may give rise to a complaint and for which disciplinary action will be taken:

- **Direct Discrimination** . Treating a person less favourably than a person without that protected characteristic (such as age, race sex etc) would be treated. This also applies where the individual is thought to have that characteristic (*perceived discrimination*) or because they associate with someone who has a protected characteristic (*associative discrimination*).
- **Indirect Discrimination** . where a practice or criterion applies to everyone but significantly disadvantages people who share a protected characteristic.
- **Victimisation** . one person treating another person less favourably than they would treat other people because that person has made or supported a complaint or raised a grievance under the Act, or because they are suspected of doing so.
- **Harassment** . for a reason relating to a person's age, race, sex (including gender reassignment), disability, religion/belief or sexual orientation another person engages in unwanted conduct which may violate the person's dignity or creates an intimidating, hostile or degrading, humiliating or offensive environment for that person, even if it is not directed at them (see below "*Problems of Bullying and Harassment*").

The Company will not condone any form of harassment or bullying, whether engaged in by employees or by outside third parties who do business with the Company.

Employees and visitors to Sivatech are expected to avoid any behaviour which contravenes the Equal Opportunities Policy. Such behaviour might include:

- Inducing or attempting to induce employees to practice unlawful discrimination
- Indulging in verbal or physical harassment of a nature that is known, or should be known, to be offensive to the victim
- Victimising individuals who have made or supported allegations or complaints/grievances of any discrimination or harassment or provided information about such discrimination or harassment, or are suspected of doing so

The Company's Employee Handbook contains an Equal Opportunities Policy and employees are asked to sign this document before commencing work with us to indicate they have read, understood and will abide by the terms of the Handbook. Please speak to Ian Watson, Managing Director, if you wish to view this policy.

All employees and visitors have a responsibility to co-operate with measures to ensure equal opportunity and non-discrimination; and to respect and act in accordance with this.

Every employee is responsible for ensuring the Company's Equal Opportunity Policy is applied to our dealings with our colleagues, clients and suppliers and is made aware that it is unlawful to commit,

authorise, contribute to or condone acts of discrimination in the provision of goods and services, on the grounds set out above.

The Company will act swiftly to deal with any breach of this policy by or against any employee or third party with whom it comes into contact. Any employee who breaches these rules will be dealt with in line with the Company's Disciplinary Procedure and may, depending on the severity of the offence, be dismissed from employment with the Company.

The Company will monitor the practical effects of the policy by regularly collecting and reviewing relevant information.

All cases of unacceptable behaviour will be investigated and we will treat all complaints fairly, quickly and with confidentiality. The Manager with ultimate responsibility for this policy is Ian Watson, Managing Director. Please address any concerns or queries you may have to him.

Ian Watson

Managing Director

January 2012