



Ixion Group

Equality and Diversity Policy

Introduction

Our vision is to be a catalyst for positive change and economic growth in the East of England by exceeding customer expectations through our people and partnerships and achieving national recognition for innovation and excellence. To succeed in fulfilling our vision and mission, we must ensure that that equality of opportunity should be an integral part to all of the activities undertaken.

All employees, applicants, suppliers and customers will be given equal opportunity in all aspects of employment and services delivered.

Equal Opportunities

Equal Opportunities relates to a Legal Framework, which makes it illegal to discriminate against people because they belong to particular groups.

Diversity

Diversity is a broader concept that builds upon the progress made through equal opportunities. Everyone is different and diversity is about recognising, respecting and valuing the differences we each bring to work. Equal opportunities and diversity work together by addressing the inequalities and barriers faced by people in under-represented groups and by valuing, learning and benefiting from the diverse cultures in society and our staff.

Our Commitment

Ixion Holdings Limited is committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.

The purpose of this policy is to provide equality and fairness for all employees or prospective employees and not to discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, pregnancy, sexual orientation, religion or age. We oppose all forms of unlawful and unfair discrimination.

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.

All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

The Chief Executive has overall responsibility to the Board for the effective implementation, operation, and review of the Policy. The Board agree the Policy.

The HR Coordinator will review and update the Policy if required on an annual basis.

All staff working for Ixion Holdings Group Limited will be responsible for adhering to the Policy.

Breaches of the Company Equality and Diversity Policy will be subject to disciplinary action under the normal disciplinary procedures.

We will:

- Provide training for all staff to raise awareness and understanding of their role in implementing our Equal Opportunities.
- Ensure that recruitment and selection procedures are undertaken systematically, using job descriptions and person specifications.
- Ensure that training, development and career opportunities are made available to all staff on the basis of individual and business need.
- Monitor the effective implementation of equal opportunities within the Company by;
 - maintaining records of selection decisions, participation in training and further education, performance appraisal discussions and the reason for decisions reached
 - continuously reviewing the composition of the workforce by ethnic origin, gender, disability, age and hours of work, and seeking to increase the numbers of underrepresented groups
- Wherever possible, ensure that any employee who becomes disabled can continue in employment.
- Provide an effective means of dealing with any complaints about discrimination and harassment through the operation of the Company's

grievance procedure, and making acts of discrimination a disciplinary offence.

- This can be read in conjunction with the Dignity at Work Policy found on Intralink.