
DIVERSITY AND EQUAL OPPORTUNITIES POLICY



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VISUAL SCHEDULE BUILDER

Revisions control page

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1 Purpose

This policy sets out VSB Software Inc.'s approach to equal opportunities and diversity. VSB Software Inc. is committed to promoting equal opportunity and diversity and promoting a culture that actively values difference and recognises that people from different backgrounds and experiences bring valuable contributions to the workplace and enhance the way we work.

VSB Software Inc. aims to be an inclusive organisation, committed to providing equal opportunities throughout employment including in the recruitment, training and development of employees. All company activities, policies, practices and procedures are to be carried out in accordance with this policy. Each employee is personally responsible and accountable for ensuring that their actions and behaviours reflect this policy.

2 Diversity and equal opportunity at VSB Software Inc.

At VSB Software Inc., we consider that equality means eliminating discrimination and ensuring equal opportunity and access for all people both in employment, and access to goods and services. We consider diversity to mean celebrating difference and valuing everyone. Each person is an individual with visible and non-visible differences and by respecting this everyone can feel valued for their contributions which is beneficial not only for the individual but for VSB Software Inc. as well.

3 Scope

The rights and obligations set out in this policy apply equally to all employees, whether part time or full time on an indefinite or fixed-term contract, and also to associated persons such as agency staff or sub-contractors.

This policy is also of special relevance to managers, directors and other employees concerned with recruitment, training and promotion procedures and employment decisions which affect others.

4 VSB Software Inc.'s commitment

Every employee is entitled to a working environment that promotes equality, dignity, and respect for all. VSB Software Inc. does not tolerate acts of unlawful or unfair discrimination or harassment committed against an employee, contractor, job applicant or visitor on the grounds of:

- sex;
- sexual orientation;
- marriage and civil partnership;
- pregnancy and maternity;
- race (including color, ethnic origin, nationality and national origin);
- disability;

- religious convictions; and
- age.

All employees are encouraged to develop their skills, achieve their potential and to take advantage of training and development opportunities within VSB Software Inc.

Selection for employment, promotion, training, or any other benefit is on the basis of aptitude and ability. No form of intimidation, bullying or harassment is tolerated.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the appropriate procedure. VSB Software Inc. will ensure that individuals who make such allegations in good faith will not be victimised or treated less favourably by VSB Software Inc. as a result.

A person found to have breached this policy may be subject to disciplinary action under VSB Software Inc. Employees may also be personally liable for any acts of discrimination prohibited by this policy that they commit.

5 When does this policy apply?

This policy applies to all conduct in the workplace and also to conduct outside of the workplace that is related to work (e.g. at meetings, social events and social interactions with colleagues) or which may impact on VSB Software Inc.'s reputation (e.g. views on social media, contrary to the commitments expressed in this policy, that could be linked to VSB Software Inc.).

We set out below some specific areas of application:

5.1 Recruitment

Selection for employment at VSB Software Inc. is on the basis of talent, aptitude and ability. In other words, we are committed to all candidates being assessed in accordance with their merits and qualifications and ability to perform the relevant duties required by a particular employment vacancy.

5.2 Training

Employees may also be required to participate in training and development activities from time to time, to encourage the promotion of the principles of this policy.

5.3 Promotion

All promotion decisions will be made on the basis of merit, and will not be influenced by any of the characteristics listed above. Promotion opportunities will be monitored to ensure equality of opportunity at all levels. Where appropriate, steps will be taken to identify and remove unnecessary or unjustifiable barriers to promotion.

5.4 During employment

The benefits, terms and conditions of employment and facilities available to VSB Software Inc. employees will be reviewed on a regular basis to ensure that access is not restricted by unlawful or discriminatory means.

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