

Equal Opportunities Policy

On-Off Group (UXMNL Inc.) is committed to encouraging equality and diversity among our workforce, and eliminating discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

On-Off Group (UXMNL Inc.) – in providing goods and/or services and/or facilities – is also committed against discrimination of customers or the public.

The policy's purpose is to:

- provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time.
- not discriminate due to characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation.
- oppose and avoid all forms of discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

On-Off Group (UXMNL Inc.) commits to:

- encourage equality and diversity in the workplace as they are good practice, a good example for others and what is morally right.
- create a working environment free of bullying, harassment, victimization and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognized and valued. Staff are responsible in ensuring they conduct themselves appropriately to help the organization provide equal opportunities in employment, and prevent bullying, harassment, victimization and unlawful discrimination. All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimization and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.
- take seriously complaints of bullying, harassment, victimization and discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organization's work activities. Such acts will be dealt with as misconduct under the organization's grievance and/or disciplinary procedures, and any appropriate action will be taken. Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations.
- make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilized to maximize the efficiency of the organization.
- decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the UK's Equality Act).
- review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
- assess the equality policy to ensure it is working in practice, review it annually, and consider and take action to address any issues.