



## Fair Treatment Policy

INAL 2020 Limited is committed to ensuring that employees are treated with dignity and respect whilst at work and that acts of unfair treatment will not be tolerated.

The company values diversity in its workforce and aims to ensure that all employment decisions are fair and objective. It is anticipated that most concerns raised under this policy will be resolved informally. If left unresolved, cases of unfair treatment at work could lead to a deterioration in motivation and performance. It is important therefore that issues raised under this policy are dealt with as quickly as possible.

We shall:

- Promote mutual respect between all employees & help to ensure all employees are treated with fairness and dignity.
- Protect employees from bullying, harassment, discrimination and victimisation.
- Provide clear rules and standards of behaviour and to seek to ensure that these are fairly and equitably applied through appropriate procedures.
- Provide appropriate support to employees who maybe unfairly treated.
- Act when breaches of this policy are brought to our attention.

Employees shall:

- Ensure they treat others with dignity, respect and fairness, whether peers, subordinates, managers or customers.
- Bring to the company's attention any breach of this policy.
- Support firm action being taken against any individual who breaches this policy.
- Managers have a duty to ensure all employees are treated with dignity and respect.
- All parties should seek to resolve concerns as closely as possible to the point where they arise.
- Try to raise concerns informally prior to invoking formal procedures.
- Be aware that where a manager is legitimately discharging his/her management responsibilities, this does not constitute harassment or bullying. Examples of legitimate management interventions include allocating work, setting time limits/targets and standards of work, managing performance and adhering to the company's HR policies.

Michael Horan – Chief Executive Officer