

EQUAL OPPORTUNITIES POLICY

Axiom is an Equal Opportunities employer.

We support unequivocally the principle of Equal Opportunities in employment and opposes all forms of unlawful or unfair discrimination on the grounds of any of the following protected characteristic: age, disability, gender reassignment, marital status, pregnancy and maternity (which includes breastfeeding), race, religion or belief, sex or sexual orientation. We aim to follow guidelines as recommended by the Equality and Human Rights Commission.

Axiom's policy is to:

- Eliminate any form of discrimination and harassment in the workplace.
- Encourage all its employees to take an active role against all forms of discrimination and harassment.
- Deter employees from participating in discriminatory behaviour and harassment.
- Demonstrate to all employees that they can rely upon the Company's support in cases of discrimination or harassment.

Our policy applies to all Directors and Staff. This policy applies to the advertisement of jobs, recruitment and appointment to them, training, conditions of work, pay and to all aspects of employment.

The overall responsibility of implementation and monitoring our policy rests with the Board of Directors. However, it is recognised that all levels of staff have responsibilities in law and in terms of the Company policy. In particular, individuals:

- Are required to promote equal opportunities and eliminate discrimination.
- Must themselves not discriminate against other employees or job applicants.
- Must not victimise any individuals who have made complaints in relation to discrimination.

This policy does not form part of any employee's contract of employment and we may amend it at any time.

We confirm that decisions concerning recruitment, selection, training, promotion and career management are based on objective job related criteria and merit.

In relation to disabled staff, Axiom undertakes to carefully consider all requests for adjustment to working conditions, and where reasonable adjustments will be made.

Part-time and fixed-term employees will be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

Any member of staff may complain about discriminatory conduct. It is then beholden on the Board to review such complaints. No individual will be penalised for raising such grievances unless it is untrue and/or made in bad faith.

Any employee who harasses any other employee on the grounds of any of the protected characteristics will be subject to the Company's disciplinary procedure. In serious cases, such behaviour will be deemed to constitute gross misconduct and as such will result in summary dismissal in the absence of mitigating circumstances.