

## HUBER CAR PARK SYSTEMS UK LTD. EQUALITY POLICY

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**Huber car park systems UK Ltd. is an  
Equal Opportunities Employer.**

### **1.0 Policy Aims**

The aim of this policy is to ensure that no applicant or employee receives less favourable treatment on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity (protected characteristics).

Managers, supervisors and other employees should regard this Policy as a written instruction on their conduct relating to equality in recruitment, selection, training, promotion, discipline and dismissal of staff. Any instance of victimisation, discrimination or harassment will be treated as a disciplinary offence.

**Huber car park systems UK Ltd.**, as the employer, and you, as an employee, must take positive steps to ensure that the policy is fully reflected in the composition and management of staff and operatives.

### **2.0 Responsible Director**

The Director responsible for ensuring that this policy is properly implemented is:  
Tomer Meiom, Managing Director.

### **3.0 Communicating the Policy to Staff**

A copy of this policy will be given to new employees at the time of their induction training. When the policy is amended, copies of the amended policy will be sent to each staff member via the e-mail system. A master copy is maintained on the server at *Q/Sekretariat/Nachweise/Aktuelle policy statements*. Questions related to the policy or its implementation should be addressed to the director responsible for implementing this policy.

### **4.0 Applicable Legislation and Codes of Practice**

Equality Act 2010, The European Union Article 13 Proposals, The Commission for Racial Equality Code of Practice; Gender Recognition Act 2004; Companies Act (Directors Regulations) 1980, Employment Act 2002, Employment Rights Act 1996, The Special Needs and Disability Act 2001.

Discrimination, both direct and indirect, in recruitment, promotion and conditions of service on the grounds of protected characteristics is illegal.

### **5.0 The Appointment of Staff**

Applications and offers of employment will be measured on merit, technical qualification and/or demonstration of acquired skill in the relevant function or trade. On no account can a person's protected characteristics affect this judgement.

Where possible, open recruitment methods are to be used, such as job centres, careers offices, press adverts or the internet.

Selection criteria and procedures will be kept under review to ensure that individuals are selected, promoted, trained and treated on the basis of their relevant merits and abilities.

All employees will be given equality of opportunity within the company's service and will be encouraged to progress within the organisation.

## **6.0 Equality Training**

Training in Equality will be provided for managers and any staff responsible for performance management, recruitment and selection and will include:

- a) Guidance on performance management, recruitment, selection, training, promotion, discipline and dismissal.
- b) Guidance on the handling of incidences of under-performance, as well as victimisation, discrimination and harassment, making it clear that these are disciplinary offences.

## **7.0 Review and Monitoring**

Recruitment and other employment decisions will be monitored not less than annually to ensure that discrimination, direct or indirect, or by association, is not occurring. Records of job applications and existing employees will be reviewed to ensure an appropriate balance of diversity is being maintained across the company.

If monitoring should reveal inappropriate under-representation of particular ethnic groups, the director responsible for implementing the policy will check that the criteria laid out in Section 5 are being properly implemented, and make changes to procedures as necessary.

The company is committed to a programme of action to make this policy fully effective and it is subject to review not less than annually.

Watford, January 2020

A handwritten signature in blue ink, appearing to read 'M. Lauble'.

**Markus Lauble**  
Managing Director

A handwritten signature in orange ink, appearing to read 'Tomer Meiron'.

**Tomer Meiron**  
Managing Director