

POLICY SUMMARY

October 2010

Sustainable Innovation, Waste Economics, Low Carbon Technologies

Oakdene Hollins Equal Opportunity Policy

Oakdene Hollins is committed to providing a working environment in which employees are able to realise their full potential and to contribute to its business success irrespective of their gender, race, disability, sexual orientation, marital status, part time status, age, religion or belief. This is a key employment value to which all employees are expected to give their support.

Principles

- *In order to create conditions in which this goal can be realised, Oakdene Hollins is committed to identifying and eliminating unlawful discriminatory practices, procedures and attitudes throughout the Company. The Company expects employees to support this commitment and to assist in its realisation in all possible ways.*

Practical steps

- *Oakdene Hollins aims to ensure that no employee or candidate is subject to unlawful discrimination, whether directly or indirectly, on the grounds of gender, race (including colour, nationality or ethnic origin), sexual orientation, marital status, part time status, age, religion or belief or disability. This commitment applies to all aspects of employment, including:*
 - *recruitment and selection, including advertisements, job descriptions, interview and selection procedures*
 - *training*
 - *promotion and career development opportunities*
 - *terms and conditions of employment, and access to employment related benefits and facilities*
 - *grievance handling and the application of disciplinary procedures, and*
 - *selection for redundancy.*
- *Equal Opportunities practice is developing constantly as social attitudes and legislation change. Oakdene Hollins will keep its policies under review and will implement changes where these could improve equality of opportunity.*

Harassment

- *Harassment is physical, verbal or non-verbal behaviour which is unwanted and personally offensive to the recipient, and which causes the recipient to feel threatened, humiliated, intimidated, patronised, bullied, distressed or harassed.*

The way in which complaints of unlawful discrimination and harassment will be handled

- *Discrimination and harassment are often complex matters, and there is no single way of dealing with every suspected or alleged instance. In some cases employees may be able to deal satisfactorily with an issue by raising it with their immediate manager.*
- *If an employee wishes to make a formal complaint he or she should use the Company's Grievance Procedure which is set out in the Employee Handbook.*
- *Oakdene Hollins will treat seriously all allegations of unlawful discrimination or harassment.*

If an employee is accused of unlawful discrimination or harassment

- *If an employee is accused of unlawful discrimination or harassment, the Company will investigate the matter fully.*
- *In the course of the investigation the employee will be given the opportunity to respond to the allegation and provide an explanation of his or her actions.*
- *If the Company concludes that no unlawful discrimination or harassment has occurred, this will be the end of the matter.*
- *If the Company concludes that the claim is false or malicious the complainant may be subject to disciplinary action.*
- *If on the other hand the Company concludes that the employee's actions amount to unlawful discrimination or harassment he or she may be subject to disciplinary action, up to and including summary dismissal for gross misconduct.*

Monitoring

- *Oakdene Hollins will not tolerate unlawful discrimination or harassment of any kind in the working environment and will take positive action to prevent its occurrence.*
- *In this connection the Company will monitor this Policy and will implement changes in order to improve them as social attitudes and legislation change.*

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About Oakdene Hollins Ltd:

Oakdene Hollins is a research and consulting company working to support change toward more sustainable and less carbon-intensive products, processes, services and supply chains. The business sectors we work with include Food & Drink, Textiles & Clothing, Metals & Mining, Wastes Management, Chemicals & Materials, Sustainable Innovation and European & UK Policy. We have built a strong reputation for integrity, reliability and excellence with public sector and private industry clients alike. We operate at a European scale and manage the Ecolabel scheme in the UK in collaboration with TUV/NEL.

Oakdene Hollins employs people with science, economics, business administration and manufacturing disciplines, so that within each industry sector we can offer the following core services:

- *Market Appraisal*
 - *Technology Appraisal*
 - *Protocol and Standards Development*
 - *Economic Modelling*
 - *Lean Manufacturing Projects*
 - *Financial Impact Assessment*
 - *Management of Research Projects*
 - *Ecolabelling Advice*
 - *Carbon Footprinting*
 - *Critical Review of Life Cycle Assessments.*
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