



Equal Opportunities and Ethics Policy

AV-PO6
30/03/2022

For more information visit
avantismarine.com

Avantis Marine Ltd aims to create a culture that respects and values each other's difference, that promotes dignity, equality and diversity, and that encourages individuals to develop and maximize their true potential.

This policy has been set up to ensure that no job applicant or employee receives less favorable treatment because of disability, gender, marital status, nationality, religion, race, colour, age, sexual orientation or ethnic origins and that all individuals will be employed and promoted on the basis of their ability.

All employees of Avantis Marine Ltd must assist in removing or changing practices that lead to discrimination whether directly or indirectly. They must also work to promote best practice with regard to Ethics and Equal Opportunities.

Ethics

The manner in which we conduct our business is equally important to us as well as our clients, and we undertake to ensure that we carry out our activities in compliance with the law and with integrity. We will not tolerate unethical behavior or actions, and our Anti-Bribery policy and accurate accounting support this. All matters are dealt with in a confidential manner with support and counseling available when required.

Recruitment, selection and promotion

Criteria for the recruitment, selection or promotion of employees will be based on their ability and potential to do the job.

Adverts, interviews, and other procedures associated with recruitment, selection and promotion must all be designed to be non-discriminatory. Employees taking part in the design of such processes should consult with the HR Department.

All recruitment advertisements will include a short statement on equal opportunity and wherever possible more than one person will be involved in the recruitment process. Those involved in recruitment & selection will be trained to avoid indirect and unintentional discrimination.

Conditions of service

Employees are expected to behave in a non-discriminatory way. Actions or words which reflect prejudice against people on the basis of disability, gender, religion, race, colour, or ethnic origins or which are against the spirit of this policy will not be tolerated. Such behavior is considered a serious disciplinary matter which may, in some cases lead to dismissal.

If the working arrangements of Avantis Marine Ltd or physical aspects of the working environment are found to seriously disadvantage disabled people then Avantis Marine Ltd, where it is reasonable, will make adjustments.

Grievances

Any employee who feels that they have been subject to discrimination should use the established grievance procedure.



Monitoring

To help ensure that Avantis Marine Ltd is complying with this policy, a record will be kept of the numbers women, disabled persons, and members of racial or ethnic minorities employed or applying for jobs or promotion. This information will be anonymous and collected on a voluntary basis using self-assessment forms. The HR Department will use this information in a regular review of the effectiveness of this policy.

The HR Manager is responsible for the day to day implementation of the Equal Opportunity Procedure.

Monitoring and review will take place annually by the HR Department.

Everyone is responsible for their own compliance with the policy.

Breaches of the Equal Opportunities Policy will be regarded as misconduct and could lead to disciplinary action against an employee.

Employees who feel they have been discriminated against should raise the matter with their direct superior. Initially they should aim to resolve the matter informally.

If they are dissatisfied with the outcome, the complaint is serious, or the direct superior is the cause of the complaint the employee should raise the matter in writing as a formal grievance under the Company's Grievance Procedure.

The Company will ensure that all new employees are made aware of the Equal Opportunities Policy at their induction.

Appropriate training resources and guidance will be provided to develop equality and diversity.

The policy will be given to all employees posted on company notice boards and form part of employee's contracts of employment.

Signed on behalf of the Board of Directors of the Company:





Contact details

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