

Diversity Policy

IOPL DIVERSITY POLICY

Infinity Offshore (IOPL) aims to create a professional and respectful environment for all personnel. IOPL is committed to ensuring that the working environment is free from bias, discrimination and harassment and avoids stereotyping and false assumptions about people based on their sex, marital status, sexual orientation, race, nationality, colour or ethnic origin, age, religious or political conviction, impairment or disability, or family status. IOPL will not tolerate breaches of this Diversity Policy by any employee or agent.

IOPL Objectives Regarding Diversity

IOPL aims to:

- create a working environment which is free from bias, discrimination and harassment and where all members of staff are treated with dignity, courtesy and respect
- treat all complaints in a sensitive, fair, timely and confidential manner
- protect against victimisation or reprisals
- encourage the reporting of behaviour which breaches the diversity policy
- promote appropriate standards of conduct at all times

The consequences that can be imposed if the policy is breached

Depending on the severity of the case, consequences of bias, discrimination or harassment it may include an apology, counselling, transfer, dismissal, demotion or other forms of disciplinary action. Disciplinary action will be taken against anyone who victimises or retaliates against a person who has complained of bias, discrimination or harassment.

Responsibilities of management and staff

Managers and supervisors have a responsibility to:

- monitor the working environment to ensure that acceptable standards of conduct are observed
- model appropriate behaviour

- treat all complaints seriously and take action to investigate and resolve matters
- refer a complaint to another if they do not feel that they are the best person to deal with the case (for example, if there is a conflict of interest or if the complaint is particularly complex or serious)

All staff (or agents), have a responsibility to:

- comply with the organisation's diversity policy
- offer support to anyone who is being harassed and let them know where they can get help and advice (they should not, however, approach the harasser themselves)
- maintain confidentiality if they provide information during the investigation of a complaint

Individuals can get help, advice or make a complaint to the following director:

- Mr Robert Ash

Options available for dealing with bias, discrimination or harassment

- informal action such as confronting the harasser directly (only if the individual feels confident enough to do so)
- making an informal complaint to above listed persons
- making a formal complaint to above listed persons

IOPL aims to create a professional and respectful environment for all personnel. Adherence and respect for this policy will help us achieve that aim.

Robert Ash

01 September 2019