

**OAKLAND AIR CONTROL LTD
COMPANY EMPLOYMENT STATEMENTS**

MODERN SLAVERY STATEMENT

Our business, Oakland Air Control Ltd, is committed to combatting slavery and human trafficking in its business and supply chains, and we make this statement to assist with compliance with the Modern Slavery Act 2015.

As our business has a turnover of less than £36 million, we do not have a legal obligation to produce a modern slavery statement. However:

- a. We agree that exploitation within all supply chains ending in the UK is a blight on our society, and we are committed to playing our part in eliminating exploitation;
- b. We understand that customers with obligations under the Modern Slavery Act 2015 cannot comply with those duties without our cooperation.

To that end, we confirm that we have examined our own business and, to the extent that it is reasonably practicable, businesses within our supply chain and we confirm the following:

1. We confirm that within our own business, no relevant offence relating to slavery or human trafficking has been committed. We confirm that our employees are provided with an employment contract and receive at least the minimum wage. We do not use recruitment agencies.
2. We have made enquiries of businesses that supply directly to us and we are confident that no relevant offence is committed in that business.
3. Insofar as it was reasonably practicable, we have examined our supply chains and confirm that we found no evidence of slavery or human trafficking. If such offences are found, we will ensure the supplier in question has confirmed that steps are being taken to avoid the offences; we will keep the situation under review and will alter our supply chain if necessary.

Our business provides engineering services for Heating, Ventilation and Air Conditioning along with certain Facilities Maintenance. The business structure consists of 27 employees based in Worcester and operating within Great Britain with two directors to whom five managers report, and 20 employees report to those managers.

Our supply chain consists of the provision of both products and services. We understand that certain industry sectors and geographical regions entail greater risk of exploitation than others. We do not believe that our supply chain is in one of those sectors. Where it is reasonably practicable, we ensure that businesses in our supply chain have made a similar statement relating to slavery and human trafficking.

We also encourage and support all employees to report on any matters relating to slavery or human trafficking in our supply chains of which they become aware without fear of reprisal.

EQUALITY & DIVERSITY STATEMENT

Oakland Air Control (hereafter OAC) is committed to the principle of equal opportunities, as defined below. It is the responsibility of all who work at OAC to ensure that this commitment is realised in practice.

We must all work to foster a professional environment in which respect for individuals prevails, and harassment and discrimination - which not only seriously harm individuals, but also impair morale and waste human resources - are universally condemned.

Equal opportunity in recruitment, backed by an atmosphere of genuine equality at OAC, is not only morally mandatory, but should lead to a more balanced gender distribution; this will benefit the organisation by providing staff drawn from a bigger talent pool with a richer variety of perspectives. We must show understanding of the specific needs of working parents, in order to help them to contribute to the best of their ability.

OAC reaffirms equality of treatment between people and rules out discrimination between members of its personnel on account of sex, race or religion, as one of the basic principles of its policy.

Statement of intent

OAC is committed to the principle of equal opportunity in employment:

- to promoting equality in the treatment of members of its personnel regardless of gender, ethnic origin, physical disability, sexual orientation or religion;
- to improving the gender distribution in all job categories and at all levels;
- to ensuring a professional environment free from discrimination and harassment;

In this context, OAC aims in particular:

- to ensure fair treatment in all recruitment and promotion actions;
- to increase women's participation at all levels and particularly in activities where they are currently under-represented;
- to provide support and maintain a positive attitude towards the needs of working parents;
- to facilitate career development for all personnel through appropriate training and other actions;
- to provide a professional environment free of discrimination or harassment and enable all personnel to work in an atmosphere of safety, dignity and mutual respect;
- to promote practices that encourage equality of opportunity in all respects.

This statement applies to all categories of OAC personnel and OAC will endeavour to ensure that these aims are extended to all persons working on its behalf wherever applicable.

Awareness and commitment to the principles of Equal Opportunity

- OAC's commitment to being an Equal Opportunity employer is advised to all staff on commencement of employment as part of induction
- The Directors of OAC, advises the management and staff on relevant aspects of the work and general well-being of the organization, and ensures their implementation.

Recruitment

- OAC aims to improve the gender distribution balance of its personnel in all job categories, by concentrating its efforts on the pre-selection stage of the recruitment process and ensuring that the number of female candidates interviewed is at least proportional to the corresponding number of female applicants.
- Personal or family details, which may lead to discrimination against women, are not taken into consideration in the selection process.
- Vacancy notices for OAC positions are expressed in gender-neutral terms and all are equally encouraged to apply.

Career development

- Supervisors are encouraged to identify talented members of their staff, provide them with equal opportunities to develop their leadership skills through appropriate training, and actively seek opportunities to assign both men and women to positions of responsibility.
- Advancement statistics and assignments to positions of responsibility are monitored and any possible cases of gender-based discrimination are queried.

Work environment

- OAC aims to take positive steps to provide a supportive professional environment for working parents by promoting an attitude of flexibility with regard to working hours, wherever possible.
- The Management recognizes the importance of achieving a satisfactory balance between work and family life and fully supports any agreed initiatives to create structures or extend current services to address the evolving personal and family needs of its staff.

HARASSMENT STATEMENT

OAC Management recognises the right of every employee to work in an atmosphere free of harassment and intimidation.

The Organisation considers harassment in general, and sexual harassment in particular, to be a totally unacceptable form of behaviour and condemns it as a serious offence that is both insulting and demeaning to the recipient and detrimental to the workplace as a whole. It is the Organisation's policy to take active steps to prevent any harassment amongst its personnel, to support fully any person subjected to harassment on the site, and to deal firmly with those who violate this policy. All persons working within OAC are assured that complaints of this nature will be treated promptly and with the strictest confidentiality.

THE RECRUITMENT OF EX-OFFENDERS STATEMENT

As an organisation using the DBS Disclosure service to assess applicants' suitability for positions of trust, OAC complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

OAC is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to a designated person within OAC and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows OAC to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974. We ensure that all those in OAC who are involved in the recruitment process have been suitable trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

OAC complies with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

Disclosure information is never kept on an applicant's personnel file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six- months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights individual subject before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

SIGNATURE

All of the above statements are reviewed annually or before if changes occur.



David Rawlings
Managing Director
27.03.19