



EQUAL OPPORTUNITIES POLICY

We are committed to the principle of equal opportunities in employment. We are opposed to any form of less favourable treatment or financial reward through direct or indirect discrimination, harassment, victimisation to employees or job applicants on the grounds of race, religious beliefs, political opinions, creed, colour, ethnic origin, nationality, marital/parental status, sex, sexual orientation or disability and to any form of less favourable treatment on the grounds of handicap or age.

We recognise our legal obligations:

- for the elimination of discrimination on the grounds of sex, sexual orientation or marital status and for the promotion of equal opportunity in employment;
- for the elimination of discrimination on the grounds of religion or beliefs;
- for the elimination of racial discrimination and the promotion of equal opportunity in employment;
- for the elimination of discrimination on grounds of age;
- for the elimination of discrimination in pay between men and women who do the same work, or work of a similar nature or work of equal value.

We will actively promote equal opportunities in our business to ensure that individuals receive treatment that is fair and equitable and consistent with their relevant aptitudes, potential skills and abilities. Employees will be recruited and selected, promoted and trained on the basis of objective criteria.

Any employee who feels that he or she has been treated unfairly or subjected to direct or indirect unfair discrimination can raise the matter through the appropriate grievance procedure when every effort will be made to secure a satisfactory resolution. Any employee making a complaint of unfair discrimination will be protected from victimisation in any form.

We will not discriminate against anyone who has a spent conviction under the Rehabilitation of Offenders Act 1974.

Harassment at work: harassment is unsolicited and unwelcome workplace behaviour that adversely affects the dignity of the recipient. Where such behaviour is motivated by gender, sexual orientation, marital status, race, colour, national or ethnic origin, nationality, age or disability it also amounts to infringement of equal employment opportunity.

We are committed to ensuring that no harassment or victimisation at work, whatever the motivation, is overlooked or condoned. Such behaviour can range from extreme forms such as violence or bullying to less obvious actions like practical jokes and ridiculing colleagues or subordinates.

Conduct becomes harassment if it persists after the recipient has made clear that it is regarded as offensive, although a single offensive act can amount to harassment if it is so serious as to be obviously offensive towards the recipient.

Any form of harassment is a potential disciplinary matter.

The following examples illustrate the sort of conduct that may be treated as sexual harassment:

- unwanted physical contact, or conduct which is intimidating, or physically or verbally abusive. Harassment can also be non-verbal, for example, staring or gestures;
- suggestions that sexual favours may further a person's career, or that refusal may hinder it;
- sexual advances, propositions, suggestions or pressure for sexual activity at or outside work;
- derogatory or demeaning remarks based on gender, or the display of sexually explicit material in the workplace.



The following are examples that illustrate the sort of conduct that may be treated as racial harassment:

- Jokes about race.
- Offensive names used.
- References to people by offensive racist descriptions.
- Verbal or physical abuse because of a person's race or colour.
- Detrimental behaviour because of a person's race.
- Denial of opportunity because of race.

This policy applies to verbal and physical actions as well as any other form of communication including electronic communication such as text messages, emails, and faxes as well as written communications.

If you believe you are the subject of harassment you should make a formal complaint. We will do all that we can to resolve the complaint of harassment sensitively, impartially, effectively and quickly.

There will be no victimisation of any employee for making or supporting or assisting a complaint of harassment – even if the complaint is not upheld – provided the complaint was made in good faith.

Signed

Date: