

EQUAL OPPORTUNITIES POLICY

The Company believes that the dignity of every person must be respected. The Company is committed to avoiding discrimination and promoting equal opportunities in employment. You and any job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (**Protected Characteristics**). Our approach to equal opportunities and the avoidance of discrimination at work applies to all aspects of employment with us, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.

You must not unlawfully discriminate against or harass other people including current and former employees, job applicants, clients, customers, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts or when wearing a work uniform), and on work-related trips or events including social events.

The following forms of discrimination are prohibited under this policy and are unlawful:

- Treating someone less favourably because of a Protected Characteristic, for example, rejecting a job applicant because of their religious views or because they might be gay. (**Direct discrimination**)
- A provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others, and is not justified, for example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified. (**Indirect discrimination**)
- Sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. (**Harassment**)
- Retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment. (**Victimisation**)
- In addition to direct and indirect discrimination above on grounds of disability, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability. (**Disability discrimination**)

Recruitment, promotion and other selection exercises such as redundancy selection must be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting should be done by more than one person if possible. Vacancies should generally be advertised to a diverse section of the labour market with advertisements avoiding stereotyping or using wording that may discourage particular groups from applying. They should include a short policy statement on equal opportunities and a copy of this policy will be made available on request

Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children. Job applicants should not be asked about health or disability before a job offer is made, except in the very limited circumstances allowed by law, for example, to check that the applicant could perform an intrinsic part of the job (taking account of any reasonable adjustments) or to see if any adjustments might be needed at interview because of a disability. Where necessary, job offers can be made conditional on a satisfactory medical check. Health or disability questions may be included in equal opportunities monitoring forms, which must not be used for selection or decision-making purposes.

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can consider what reasonable adjustments or support may be appropriate.

Part-time and fixed-term employees should be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

The Company takes a strict approach to breaches of this policy, which will be dealt with in accordance with the Company's Disciplinary Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.

If you believe that you have suffered discrimination you can raise the matter through the Company's Grievance Procedure. Complaints will be treated in confidence and investigated as appropriate. You must not be victimised or retaliated against for complaining about discrimination; however, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under the Company's Disciplinary Procedure.



K O Marsh
Chairman