

### **Commitment to Equal Opportunity**

We are committed to the principle of equal rights and equal opportunities for employees. We reject any form of less favorable treatment or financial reward through direct or indirect discrimination, harassment, bullying of employees or applicants based on age, race, religious belief, political opinion, creed, color, ethnic origin, national origin, family/parental status, pregnancy or maternity, gender reassignment, gender, sexual orientation or disability and reject any form of less favorable treatment on these grounds.

We recognize our legal obligations to eliminate discrimination on the above grounds and to eliminate discrimination in pay between men and women doing the same or similar or work of equal value.

### **Working conditions**

You are personally responsible for upholding the principles of equal rights and opportunities and harmony between cultures. We will actively promote equal opportunity within our company to ensure that each individual receives fair and equitable treatment commensurate with their relevant qualifications, potential skills and abilities. Employees are recruited and selected, promoted and trained on the basis of objective criteria. Sexual, racist and other forms of harassment will not be tolerated. We will treat unjustified discriminatory behavior by an employee as a disciplinary offense.

### **Measures for monitoring and verification**

We will regularly review our policies to ensure that we have an effective equal opportunity policy.

### **Complaint and Disciplinary Procedures**

We will ensure that any employee who feels that they have been treated unfairly or have been subjected, directly or indirectly, to unfair discrimination/harassment, can raise the matter through the appropriate grievance mechanism, with every effort being made to reach a satisfactory resolution. Any employee who makes a complaint of unfair discrimination/harassment will be protected from any form of harassment.

### **Continuing education**

We will educate, develop and promote on the basis of merit and ability, objectively encouraging all employees and applicants.

### **Rehabilitation of criminals**

We will not discriminate against anyone whose sentence has already been vacated under the Offenders' Rehabilitation Act 1974.

### **Pay and benefits**

Men and women have the right to equal pay and benefits without gender discrimination. This right is contractual and enforceable under EU law.

All reasonable steps are taken to ensure that male and female employees are paid equally for the same work and for work that is deemed to be of equal value.

### Workplace harassment

Harassment is unwanted and unwelcome behavior in the workplace that adversely affects the dignity of the recipient. When such behavior is motivated by gender, sexual orientation, marital status, race, color, national or ethnic origin, national origin, age, or disability, it also constitutes a violation of equal opportunity in the workplace.

We are committed to ensuring that no harassment or victimization in the workplace, for any reason, is overlooked or condoned. Such behavior can range from extreme forms such as violence or bullying to less obvious acts such as joking and taunting colleagues or subordinates.

Conduct becomes harassment if it persists after the recipient has made it clear that it would be considered offensive, although a single offensive act may amount to harassment if it is serious enough to be manifestly offensive to the recipient .

Any form of harassment is a potential disciplinary matter.

### Workplace Harassment by Third Parties

Third-party harassment can occur when an employee complains of harassment by a non-employee or when an employee harasses a customer or client.

If you are being harassed by someone you encounter at work it is very important that you bring this to the attention of your manager as soon as possible, as there is nothing we can do to prevent it if we are not informed. We will take all reasonable steps to prevent this behavior.

### Sexual Harassment in the Workplace

Sexual harassment is a specific form of harassment. It is conduct at work directed at an employee by another employee or group of employees that is sexual in nature or based on an individual's gender and that is considered unwelcome or offensive to the recipient.

The following examples illustrate the type of behavior that may be considered sexual harassment:

1. unwanted physical contact or behavior that is intimidating or physically or verbally abusive. Harassment can also be non-verbal, such as staring or gesturing;
2. suggestions that sexual favors will advance a person's career or that refusal might hinder it;
3. sexual advances, suggestions, suggestions or pressure for sexual activity on or off the job;
4. derogatory or degrading remarks based on gender or the display of sexually explicit material in the workplace.

Sexual harassment is a denial of equal opportunity in the workplace and has the effect of insulting and humiliating the harassed employee.

### Racial Discrimination

Racial harassment is a specific form of harassment. It is conduct at work directed against an employee by another employee or group of employees that is racist in nature or based on an individual's race, color or national origin and that is deemed unwelcome or offensive to the recipient is seen.

The following are examples that illustrate what type of behavior may be considered racial harassment:

1. jokes about race.
2. offensive names.
3. References to individuals through offensive racist descriptions.
4. Verbal or physical abuse based on a person's race or color.
5. Harmful behavior based on a person's race.
6. denial of opportunity because of race.

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

### **Complaints of Discrimination/Harassment**

If you believe you are a victim of discrimination/harassment, you should make a formal complaint. Depending on the seriousness of the allegation, the alleged employee may be suspended while the matter is investigated. Depending on the seriousness of the allegation, a suspension may be given.

The goal throughout is to resolve the complaint of harassment sensitively, impartially, effectively and quickly.

No employee will be victimized for raising, reinforcing or supporting a complaint of harassment - even if the complaint is not upheld - provided the action was taken in good faith.

### **Age discrimination**

Discrimination or harassment based on age by employers is prohibited in the areas of hiring, promotion and training. There can be direct and indirect age discrimination.

It is unlawful for an employer to discriminate against an individual in determining who should be offered employment, the terms on which that individual is offered employment, and by refusing or knowingly not providing employment.

It is also unlawful for an employer to include this person in the conditions of employment; opportunities for promotion, transfer, training or receiving other benefits; by denying or intentionally failing to do so; or discriminated against by dismissing or otherwise discriminating against that person.

There are certain circumstances in which some of the provisions relating to actual occupational requirements of employment will not apply.

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