

EQUAL OPPORTUNITIES POLICY

23 Equal Opportunities Statement

- 23.1 We are committed to promoting equal opportunities in employment. You and any other job applicants will receive equal treatment regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation (known as the protected characteristics).
- 23.2 This policy will be assessed at regular intervals to ensure that equality of opportunity is afforded to all employees.

24 Discrimination

24.1 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.

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

- (a) **Direct discrimination:** 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.
- (b) **Indirect discrimination:** a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than it does others and is not justified.
- (c) **Harassment:** this includes 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 is dealt with further in our Anti-Harassment and Bullying Policy. Examples of Harassment include:
 - Patronizing or belittling comments
 - Comments about appearance/body/clothes
 - Displaying offensive or sexually explicit material
 - Threats of or actual physical violence
 - Unpleasant or over repeated jokes about a person
 - Unfair or impractical work loading

Please bear in mind that harassment involves behaviour that is **unwelcome**, **uninvited**, and **unreciprocated**. Whether or not you intend to harass another individual will not necessarily be a relevant consideration.

- (d) **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.

- (e) **Disability discrimination:** this includes direct and indirect discrimination, 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.

25 Recruitment and Selection

- 25.1 Recruitment, promotion and other selection exercises (such as redundancy selection) will be conducted on the basis of merit, against objective criteria that avoid discrimination, and any shortlisting will be completed by more than one person where possible.

26 Disabilities

- 1.1 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.

27 Part-time and Fixed-term Work

- 1.2 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.

28 Breaches of this Policy

- 1.3 We take a strict approach to breaches of this Policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.
- 1.4 If you believe that you have suffered discrimination you can raise the matter through our Grievance Procedure. Complaints will be treated in confidence and investigated as appropriate.
- 1.5 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 our Disciplinary Procedure.

Employee Handbook receipt

This Handbook has been drawn up by the Company to provide you with information on employment policies and procedures. It is important for you to read the Handbook carefully as this, together with your Contract of Employment, sets out your main terms and conditions of employment.

The information covers a wide range of subjects relating to your employment and in the event that information in this Handbook conflicts with terms and conditions as stated in your Contract of Employment, the terms of your Contract of Employment will always prevail.

If you have any questions or any part of the Handbook is unclear to you, please do not hesitate to raise any queries with your Line Manager, the Administration Team or your Managing Director.

It is important that you do this before signing that you have read, understood and are willing to abide by all the Company's terms and conditions.