

ETHICAL and EQUAL OPPORTUNITIES POLICY 2020

Equal opportunity policy

This policy is intended to ensure that employees understand their obligations and assist the Company in putting its commitment to equal opportunities and diversity into practice. We aim to treat everyone equally and to ensure that no job applicant, employee, worker or customer is discriminated against on the grounds of a protected characteristic as defined by the Equality Act 2010. The following are protected characteristics:

- /// Age
- /// Disability
- /// Gender reassignment
- /// Marriage and Civil partnership
- /// Pregnancy and maternity
- /// Race (including colour, nationality, and ethnic or national origin)
- /// Religion or belief
- /// Sex
- /// Sexual orientation.

In addition, we aim to ensure that no job applicant, employee or worker is treated less favourably or placed at a disadvantage on the grounds of their part-time status or trade union activities. This applies in the advertisement of jobs, recruitment, appointment, provision of benefits, allocation of training, promotion, disciplinary proceedings, dismissal, conditions of work, pay, giving a reference, the provision of goods or services and every other activity and aspect of employment.

We do not tolerate any unlawful or unfair discrimination and anyone found to be acting in a discriminatory manner will face disciplinary action which could include dismissal. Everyone has a duty to report unlawful or unfair discriminatory behaviour to a member of management. We actively promote equality of opportunity and require everyone to contribute towards achieving this objective.