



## **Equal Opportunities Policy**

The Group's aim is to ensure that all of its employees and job applicants are treated equally irrespective of disability, race, colour, religion, nationality, ethnic origin, age, sex or marital status. This policy sets out instructions that all employees are required to follow in order to ensure that this is achieved.

### **Policy**

1. There shall be no discrimination on account of disability, race, colour, religion, nationality, ethnic origin, age, sex, marital status or other disability.
2. The Company shall appoint, train, develop and promote on the basis of merit and ability.
3. Employees have personal responsibility for practical application of the Group's Equal Opportunity Policy, which extends to the treatment of members of the public and fellow employees.
4. Managers and supervisors who are involved in the recruitment, selection, promotion, demotion and training of employees have special responsibility for the practical application of the Company's Equal Opportunity Policy.
5. The Grievance procedure is available to any employee who believes that he or she may have been unfairly discriminated against provided they have served twelve months or more with a Company within the Group.
6. Disciplinary action under the Disciplinary Procedure shall be taken against any employee who is found to have committed an act of unlawful discrimination. Discriminatory conduct and sexual or racial harassment shall be regarded as gross misconduct.
7. If there is any doubt about appropriate treatment under the Group's Equal Opportunity Policy, employees should consult the Group Technical Director.
8. This policy may be amended from time to time.