

VALUING DIVERSITY AND DIGNITY AT WORK POLICY

Valuing Diversity

The Company values diversity and seeks to provide all staff with the opportunity for employment, career and personal development on the basis of ability, qualifications and suitability for the work as well as their potential to be developed into the job.

The Company will not tolerate direct or indirect discrimination against any person on grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex, or sexual orientation whether in the field of recruitment, terms and conditions of employment, career progression, training, transfer or dismissal.

It is also the responsibility of all staff in their daily actions, decisions and behaviour to endeavour to promote these concepts, to comply with all relevant legislation and to ensure that they do not discriminate against colleagues, customers, suppliers or any other person associated with the Company.

Dignity at Work

The Company believes that all employees should be treated with respect, dignity and fairness at work. We are committed to creating an environment where all our employees can feel comfortable and able to fulfil their potential. Harassment and bullying at work will not be tolerated and may result in disciplinary action up to and including dismissal.

Harassment is any unwanted conduct which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. It may relate to sex, sexual orientation, race, religion, disability, age or any other personal characteristic. It includes unwanted physical contact as well as offensive comments, jokes, banter, emails, texts or pictures.

Bullying may be defined as offensive, intimidating or insulting behaviour or an abuse of power intended to undermine or humiliate a person.

All employees can contribute to the application of this policy by making sure that their own conduct does not cause offence to their colleagues and that they do not misuse any position of power.

If you consider that you are being bullied or harassed at work, you can, as a first step, ask the person responsible to stop. If you do not wish to confront the person yourself, or have done so and the behaviour has continued, or consider the matter too serious, you should approach your line manager for assistance or raise a formal complaint using the Grievance Procedure.

The Company will treat any complaint about harassment and bullying seriously and investigate it accordingly.