



EQUAL OPPORTUNITIES POLICY

The Company is an equal opportunities employer. It is committed to providing equal opportunities throughout employment including in the recruitment, training and promotion of workers, and to eliminating discrimination in the workplace whether on grounds of age, gender, sexual orientation, marital status, race, colour, national or ethnic origin, nationality, or disability. All job applicants and workers are treated equally and the Company is willing to make reasonable adjustments where appropriate for disabled applicants and workers.

Everyone who works for the Company (whether employed or not) has a responsibility to ensure that the Company's equal opportunities policy is properly observed and fully complied with. Any act of discrimination (including harassment) by a worker is viewed very seriously by the Company and should be reported to [senior worker/the board of directors] and constitutes a disciplinary offence in respect of which the offender may, in appropriate circumstances, be summarily dismissed.

HARASSMENT AT WORK

- Harassment is unsolicited and unwelcome work place behaviour which adversely affects the dignity of the recipient. Where the behaviour is motivated by age, gender, sexual orientation, marital status, race, colour, national or ethnic origin, nationality or disability it also amounts to infringement of equal employment opportunity.
- The Company is committed to ensuring that no harassment or victimisation at work, whatever the motivation, is overlooked or condoned. Such behaviour can range from extreme forms such as violence or bullying to less obvious actions like practical jokes and ridiculing colleagues or subordinates. Conduct becomes harassment if it persists once it has been made clear that it is regarded as offensive by the recipient although a single act can amount to harassment if it is sufficiently serious.
- Whatever the form of harassment or motivation, it will be considered a potential disciplinary matter, which may include summary dismissal in appropriate cases.
- While informal methods of resolution are to be encouraged to avoid further disruption of workplace harmony, and line supervisors may be of great assistance in this, any recipient of workplace harassment or bullying may contact [director/senior employee]. Line supervisors should contact [director/senior employee] where informal complaints reveal a need for consideration of discipline. Thereafter, the complaint will be investigated in confidence by an appropriate [director] and the investigation process will include an opportunity for both parties to state their case in accordance with the formal disciplinary procedure.

Signed:

A handwritten signature in blue ink, appearing to read 'M R Slade', is written over a horizontal line.

Mark Slade Director

Dated: 19.02.2022