

The Company is an equal opportunity employer. We are committed to ensuring within the framework of the law that our workplaces are free from unlawful or unfair discrimination on the grounds of disability, colour, race, nationality, ethnic or national origin, sex, gender (including gender reassignment), sexual orientation, age, marital status, religious or other similar philosophical belief.

We aim to ensure that our employees achieve their full potential and that all employment decisions are taken without reference to irrelevant or discriminatory criteria. We have adopted this policy as a means of helping to achieve these aims.

### What is discrimination?

Direct discrimination occurs where someone is put at a disadvantage of discriminatory grounds in relation to his or her employment. Direct discrimination may occur even when unintentional.

Indirect discrimination occurs where one individual's employment is subject to an unjustified provision criterion or practice which e.g. one sex or race/nationality or age group finds more difficult to meet, although on the face of it the provision criterion or practice is 'neutral'.

For example, a requirement of GCSE English as a selection criterion. This would have a disparately adverse impact on people educated overseas and may not be justified if all that is needed is to demonstrate a reasonable level of literacy.

### Commitment

We are committed to ensuring that all of our employees and applicants for employment are protected from unlawful discrimination in employment.

Recruitment and employment decisions will be made on the basis of fair and objective criteria.

Person and job specifications shall be limited to those requirements which are necessary for the effective performance of the job.

Interviews will be conducted on an objective basis and personal or home commitments will not form the basis of employment decisions except where necessary and relevant.

All employees have a right to equality of opportunity and a duty to implement this policy. Discrimination is a serious disciplinary matter which will normally be treated as gross misconduct.

Anyone who believes that he or she may have been disadvantaged on discriminatory ground should raise the matter through the Company's grievance procedure