

## Company Equality and Harassment Policy

It is the company's policy to comply with all current legislation, regulations and obligations relating to employment equal opportunities. The company will not treat an individual less favourably because of their colour, race, nationality, ethnic origin, gender or transgender, disability, age, nationality or national origin, religion or belief, or sexual orientation in relation to decisions to recruit, train or promote employees.

The employee is protected against both indirect and direct discrimination under the following Acts:

Sex Discrimination Acts 1975 and 1986,  
Disability Discrimination Acts 1995 and 1999,  
Employment Equality (Religion or Belief) Regulations 2003,  
Employment Equality (Sexual Orientation) Regulations 2003,  
Equal Pay (Amendment) Regulations 2003,  
Race Relations Act 1976 (Amendment) Regulations 2003,  
Employment Equality (Age) Regulations 2006,  
together with any subsequent legislation.

Every individual member of staff has the right to be treated fairly with dignity and respect. It is against the Company's policy for any employee, male or female, to sexually harass another employee or to harass him or her on the grounds of actual or perceived sexual orientation.

It is also against the Company's policy for any employee to harass another employee on the grounds of his or her race, colour, race, nationality, ethnic origin, gender or transgender, disability, age, nationality or national origin, religion or belief, or sexual orientation.

Harassment occurs where a person engages in unwanted conduct, which has the purpose or effect of violating the other's dignity at work or creating an intimidating, hostile, degrading, humiliating or offensive work environment for the other person.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favours, engaging in other unwelcome verbal or physical conduct of a sexual nature, subjection to obscene or other suggestive comments, and sexual jokes or pictures. Racial harassment includes, but is not limited to, engaging in unwelcome verbal or physical conduct of a racial nature, subjection to racist comments, and racist jokes or pictures.

Harassment may comprise intentional bullying which is obvious or violent but it can also be unintentional or subtle, such as the use of nicknames or teasing. It is for the complainant to decide for him or herself what they regard as offensive.

All allegations of discrimination or harassment will be dealt with seriously, confidentially and speedily. The Company will not ignore or treat lightly grievances or complaints of discrimination or harassment from members of a particular sex, sexual orientation, religion or racial group or from employees who are disabled