

Equal Opportunities Policy

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Purpose

To promote equal treatment for all workers irrespective of race, age, nationality, ethnic origin, religion or belief, disability, gender, sex, gender reassignment, pregnancy or maternity leave status, marital status and civil partnership, sexual orientation or Trade Union membership (if applicable), or any other basis protected by applicable law (collectively “the Protected Characteristics”), and to ensure that this is managed in such a way that the Company complies with relevant legislation and Codes of Conduct, and to promote a culture of inclusion.

Scope

All employees, contractors, agency workers and job applicants (referred to throughout this policy as “Workers”). This policy has particular relevance to all those concerned with recruitment, training and promotion procedures and/or decision making.

Policy Statement

The Company is committed to equality of opportunity in all its employment practices, policies and procedures. No worker or potential worker should therefore receive less favourable treatment due to any of their Protected Characteristics.

Recruitment, Transfers & Promotions

Personal details, which are not necessary for a recruitment decision to be made, such as marital status, number of children, next of kin, gender, sexual orientation, age, race should not be requested when considering applications for vacancies. Similarly, internal applicants’ personal information, unless relevant to a selection decision, should not be requested.

Additional details of this nature may be needed from workers for recording and monitoring purposes and any such information required will be requested and kept by P&O separately and confidentially.

The Company shall not insist upon higher education or professional qualifications other than those it considers to be relevant for the job. In assessing qualifications, it should be assumed that overseas diplomas or degrees are of a comparable standard to their UK equivalents. In certain circumstances experience may count as an equivalent to professional qualifications, the requirements for which may then be waived.

All appointments should be made solely on merit and the requirements for the role, regardless of

any Protected Characteristics.

The criteria for selecting employees for training opportunities must be non-discriminatory and should be based upon the workers' merits and abilities and the business' needs.

Managers will be encouraged to appraise workers regularly and to discuss suitable development and training opportunities.

Redundancy & Redeployment

The selection for redundancy and/or redeployment should be conducted in a manner that avoids any direct or indirect discrimination, including, but not limited to discrimination on the grounds of pregnancy or for any pregnancy-related reason. Specific additional protection applies to employees on maternity leave.

Please contact your P&O representative to discuss any proposals for redundancy and/or redeployment in advance of communicating to employees.

Other Policies

All Company's policies including remuneration and benefits are designed to promote equal opportunities for all workers.

Monitoring

Whilst any vacancy application forms will be designed only to ask relevant questions, a separate voluntary, questionnaire may be provided in order to allow for confidential statistical monitoring in line with statutory guidelines to take place including (but not limited to) Protected Characteristics.

Adherence to Policy

It is the responsibility of managers/supervisors to ensure that the standards established within this policy are adhered to within their area of responsibility.

All workers, at every level, must:

- Co-operate with any measures introduced to ensure equal opportunity;
- Report any suspected discriminatory acts or practices;
- Not induce or attempt to induce others to practice unlawful discrimination;
- Not victimise anyone as a result of them having reported or provided evidence of discrimination;
- Not harass, abuse or intimidate others on account of their Protected Characteristics (actual or assumed); and
- Not canvass job applicants in an attempt to discourage them from applying or taking up a post.

Any breach of the Equal Opportunities Policy will be dealt with through the disciplinary procedure and may constitute gross misconduct leading to summary dismissal.

Grievances

Any worker who has a concern regarding the application of this policy should typically make use of the Company's Grievance Procedure. Where there is a concern regarding harassment the particular procedure contained within that policy should be followed.