

The Scott Partnership Ltd

Equality Policy

The Scott Partnership is committed to achieving equal opportunities and, by actively promoting equal opportunities, to encouraging and assisting all employees to develop their potential to the full.

It is the policy of The Scott Partnership:

- To ensure that no third parties, be they potential employees, customers, contractors, suppliers or members of the public are discriminated against on the grounds of race, ethnic or national origin, religion, sex, sexual orientation, age, marital status or disability and that all third parties are afforded respect and dignity.
- To ensure that no job applicant or employee receives less favourable treatment on the grounds of race, ethnic or national origin, religion, sex, sexual orientation, age, marital status or disability and that all employees are treated with dignity and respect at work.
- To review regularly company policies to ensure that individuals are selected, promoted, trained and treated on the basis of their relevant merits and abilities.
- To ensure that the attention of all those responsible for recruitment, selection, training, grievance, disciplinary or dismissal procedures is drawn to this policy.
- To communicate and to educate to all employees in respect of their own responsibilities and the company's commitment towards the promotion of equal opportunity and equality for all employees.
- To remove barriers to the achievement of genuine equal opportunities wherever they are found.

It is recognised that primary responsibility rests with the company but every employee must also respect and act in accordance with this policy to prevent discrimination and promote equality. In particular, no employee shall commit any direct or indirect acts of harassment or discrimination against another worker on the grounds of sex, age, sexual orientation, marital status, medical condition, race or religion. Such behaviour may include, but is not limited to, unwanted or unnecessary physical contact, words, writing or pictures, isolation or non-cooperation, coercion or intrusion by pestering or spying; treatment of

someone less favourably or application of a particular policy or procedure that may have the effect of placing at a disadvantage any person due to their sex, age, race, religion, sexual orientation or medical condition.

In the event that any employee believes that they have been subjected to any treatment that represents a breach of this policy, they should report the complaint to their line manager in the first instance. The matter will be investigated using the company's formal procedure.

The person with overall responsibility for the implementation and regular review of this policy is the Management Board.