Equal Opportunities and Diversity Policy

We are committed to creating a working environment founded on fairness, inclusion and respect, where people are treated fairly, with dignity and without unlawful discrimination. Our equal opportunities policy is written in accordance with the statutory requirements of the Equality Act 2010.

We promote a working environment in which diversity is recognised, valued, and encouraged. We acknowledge the multi-cultural and diverse nature of the UK workforce and society in general. We are committed to principles of fairness and mutual respect where everyone accepts the concept of individual responsibility. It is therefore your responsibility to make sure you observe and adhere to this policy at all times. We view any breach seriously. We will investigate and potentially take disciplinary action. This may include dismissal in instances we consider amount to gross misconduct.

We recognise that discrimination in the workplace in any form is unacceptable and, in most cases, unlawful. Our policy seeks to ensure job applicants and employees are treated fairly and without favour or prejudice. We are committed to applying this throughout all areas of employment. This includes recruitment and selection, training and development, benefits, rewards, promotion, and dealing with grievances and disciplinary issues.

Our policy complies with current legislation. We review it regularly and will update it if the law changes. However, we recognise that equality of opportunity is best achieved by day-to-day commitment throughout the organisation. We offer support and training where necessary to achieve and maintain this.

Equality and Fair Treatment

We will not treat someone less favourably because of:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race (including colour, nationality, ethnic or national origin)
- Religion or Belief
- Sex
- Sexual Orientation

Employment decisions will be made fairly and against objective criteria relevant to the role and circumstances. This applies to recruitment and selection, training and development, pay and

benefits, promotion, performance management, disciplinary and grievance matters and termination of employment.

Discrimination can include treating someone unfairly because of a protected characteristic, applying a practice that places a particular group at a disadvantage, or treating someone unfavourably because they are associated with, or believed to have, a protected characteristic.

Your Responsibilities

Each and every one of us is a stakeholder in the success of this policy. We expect you to make a positive contribution towards maintaining an environment of equal opportunity throughout the organisation. Please make sure you observe this policy at all times. In particular, you have individual responsibility to:

- not take unlawful discriminatory actions or decisions contrary to the spirit of this policy
- not discriminate against, harass, abuse, or intimidate anyone.
- not place pressure on any other employee to act in a discriminatory manner
- resist pressure placed on you by others to discriminate and report such approaches to an appropriate manager
- co-operate when we investigate, including providing evidence of conduct which may amount to discrimination
- co-operate with any measures introduced to develop or monitor equal opportunity
- undertake the mandatory training modules assigned to you in a timely manner.

Discrimination is not just treating one person less favourably than other. It can take place because:

- Someone associates with a person with a protected characteristic
- Somone is believed to possess a protected characteristic (even though they don't)
- Something particularly disadvantages people who share protected characteristics more than others.

We expect you to treat, and be treated by, other employees and the people our organisation deals with considerately and with respect.

Raising a Concern

If you experience or witness discrimination, harassment, bullying or victimisation, please report it. If you feel comfortable doing so, you may address the matter informally. You are not required to confront the person involved before raising a concern.

You can raise a concern with:

- Your line manger;
- Another manager;
- HR; or

- the confidential reporting e-form available via the SharePoint homepage.

If discrimination continues, or you consider an instance to be particularly serious, please implement the grievance procedure (details can be obtained from HR). We assure you that grievances will be dealt with promptly and in a discrete and caring manner. Should you feel an individual grievance is not appropriate to the situation, you may consider using our confidential reporting procedure.

Policy Review

The Board is responsible for this policy statement who sees that it is periodically reviewed and amended as necessary to make sure it remains suitable and effective.

Failure to comply with it will be treated as a serious disciplinary event and will be dealt with in accordance with our disciplinary procedures.



Signed:

Corrina Ralph

Managing Director

For and on behalf of Watts Group Limited