

## **Human Resources Equal Opportunities, Discrimination and Diversity Policy**

### **Policy Statement**

The Company is committed to providing a working environment where equal opportunities are promoted and discriminatory practices are prohibited. It is the obligation of all employees to conduct themselves in a manner that supports this Policy at all times.

This Policy is fully supported by all directors and managers of the Company. The prime objective is to ensure that all individuals enjoy equality of opportunity in all employment practices, policies and procedures in line with current legislation and best practice.

### **Scope**

This Policy covers all the Company's employees, whether part-time, full-time, permanent or temporary as well as job applicants. It has particular relevance to those concerned with recruitment, training and promotion procedures and / or decisions because it covers all aspects of employment, from vacancy advertising, recruitment and selection and training to conditions of service.

The Company is an equal opportunities employer and, therefore, is fully committed to the development of positive policies to promote equal opportunities. Our employees are diverse and have been employed for their experience, potential and personal attributes regardless of gender, sexual orientation, marital status, age, race, ethnic or national origin, religion and belief or disability.

The Company recognises all individuals' basic human rights, and the scope of this Policy encompasses its commitment to The Universal Declaration for Human Rights in the design of diversity practice and our ethical approach to employees, suppliers, and customers.

### **Supporting Principles**

In discharging its responsibilities under this Policy, the Company's principle commitments are as follows:

1. To create an environment in which individual differences and the contribution of all employees are recognised and valued;
2. To ensure that the Company has access to the widest labour market and secures the best employees to match its requirements;
3. To ensure that no job applicant or employee receives less favourable treatment and, wherever possible, every employee is given the help that he/she needs to realise their full potential to the benefit of the Company and themselves;
4. To achieve an ability-based workforce which reflects both the diversity of the communities in which the Company is based and its customers.
5. Managers and supervisors have specific responsibility for ensuring that decisions affecting employees or potential employees are taken in a non-discriminatory manner and that these Policy objectives are cascaded throughout the Company.

As stated above, this Policy applies to all aspects of employment, including recruitment and selection, appraisal and counselling, training and promotion, and pay and conditions.

Equal opportunities also apply in our day-to-day approach to our colleagues, which is one of mutual trust and respect, regardless of any differences.

Existing facilities and working practices are constantly reviewed to cater wherever possible for people with individual requirements or disabilities.

Each and every employee is responsible for taking a sensitive approach towards equal opportunities. Breaches of this Policy, including discrimination or harassment of any kind against colleagues, will be regarded as misconduct and could result in disciplinary proceedings.

### **Adoption and Review of Policy**

This Policy has been adopted by the Board of Hill & Smith Holdings PLC and is available on the Company's website [www.hsholdings.com](http://www.hsholdings.com).

As systems develop, it will be necessary regularly to review this Policy. Employees will be informed if there are any changes that might affect them.

The Company will monitor and update this Policy regularly, at least every twelve months, to ensure that it continues to be relevant and effective.

The Company is committed to a programme of action to make this Policy fully effective.

**Approved by the Board of Directors of the Company on 1<sup>st</sup> February 2007**