

EQUALITY AND DIVERSITY POLICY

Introduction

As part of the commitment made by Nicholas Scott Limited (the Company) to Equality of Opportunity it has adopted an Equality and Diversity Policy (the Policy) covering its employment practices and procedures.

This document outlines the Policy that must be strictly adhered to by every employee. All breaches of this Policy will be investigated and, where appropriate, disciplinary procedures followed.

Statement of Policy

We, Nicholas Scott Limited, are committed to eliminating unlawful discrimination and to promoting equality and diversity within our policies, practices and procedures.

This applies to our professional dealings with clients, employees and other third parties.

It is our policy to provide employment equality to all, irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants
- Religious belief or political opinion
- Race
- Disability
- Sexual orientation
- Age

We are opposed to all forms of unlawful and unfair discrimination. All job applicants and employees will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

Equality Commitments

We are committed to:

- Promoting equality of opportunity for all persons
- Promoting a good and harmonious working environment in which all persons are treated with respect
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
- Fulfilling all our legal obligations under the equality legislation and associated codes of practice
- Complying with our own equal opportunities policy and associated policies
- Taking lawful affirmative or positive action, where appropriate
- Regarding all breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings.

Implementing the Policy

The Director of the Company (Nicholas Robbins) has specific responsibility for the effective implementation of this Policy. It will be ensured that all the workers are aware of the Policy and are responsible for ensuring compliance with it when undertaking their jobs or representing the Company.

Acts of unlawful discrimination on any of the forbidden grounds by employees of the Company will result in disciplinary action. Failure to comply with this Policy will be treated in a similar fashion. The Policy applies to all who are employed in the Company.

The Company will treat seriously all complaints of unlawful discrimination on any of the forbidden grounds made by employees, clients, or other third parties and will take action where appropriate.