



Diversity and Inclusion Policy

Statement of Policy

The Company recognises that diversity and inclusion help to support creativity and innovation and is focused on attracting and motivating a diverse workforce who will be able to contribute, learn, grow and advance based solely on merit. It is therefore Company policy to treat all job applicants and employees in the same way, regardless of their or anyone else's actual or perceived gender, sexual orientation, marital or registered civil partnership status, colour, race, religion or belief, nationality, national or ethnic origin, disability, gender reassignment, age, differing working patterns, pregnancy and maternity. This applies to employees, freelancers, and all others working on and off screen.

It is also our policy to ensure that:

- the Company is free of unwanted conduct that violates the dignity of workers or creates an intimidating, hostile, degrading offensive or humiliating environment;
- opportunities for employment, training and promotion are equally open to all candidates. Selection for employment, promotion, transfer and training, and access to benefits, facilities and services will be fair and equitable and based solely on merit.

This policy applies to all aspects of employment, from recruitment to dismissal and post-termination. This policy applies to everyone who works with the Company, including freelancers and contractors, and for the purposes of this policy the term "employee" will include such people.

Through the application of the policy, the Company is committed to achieving a representative workforce at all levels. We recognise that this is a long-term objective to be applied as far as is reasonably practicable.

Any employee who breaches this policy will have committed a disciplinary offence, which is also potentially unlawful. This could result in the individual responsible for the discriminatory act having a personal award made against them by an Employment Tribunal. Breaches of this policy will be dealt with in accordance with the Company's Disciplinary/Capability and Dismissal Procedure. Serious breaches may be treated as gross misconduct and may result in summary dismissal.

This policy does not give any contractual rights to employees or otherwise have contractual effect.

Any employee having doubts or concerns about the application of this policy in any particular instance should consult the HR Department.

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Responsibilities

Every employee has the responsibility to comply and actively contribute to the practical application of the policy. The Company considers diversity, inclusion and equal opportunities as an important part of the culture and those who do not behave appropriately will face punitive measures.

- Every employee, at whatever level, has the obligation to uphold the policy and therefore must not discriminate on the grounds of actual or perceived characteristics including theirs or anyone else's gender, sexual orientation, marital or registered civil partnership status, colour, race, religion, nationality, national or ethnic origin, disability, age, or gender reassignment, pregnancy, maternity and differing working patterns.
- Managers also have a specific responsibility to set an appropriate standard of behaviour, to lead by example and to ensure that those they manage adhere to this policy and promote the aims and objectives of the Company with regard to equal opportunities and diversity

Procedure for dealing with discrimination – related complaints

- Any employee who believes he or she has been unfairly discriminated against is strongly encouraged to take steps in accordance with the Company's grievance procedure. The complaint will be investigated and if necessary, appropriate action will be taken.
- Any employee who becomes aware of discrimination against others is strongly encouraged to advise the HR Department, which has a responsibility to submit a written notification of the complaint to the Manager of the area concerned. The complaint will be investigated and if necessary appropriate action will be taken.

Harassment

The company is committed to ensuring a zero-tolerance policy to harassment and it is not tolerated across the company. Harassment of a sexual nature or on the grounds of gender, sexual orientation, marital or registered civil partnership status, colour, race religion, nationality, national or ethnic origin, disability, gender reassignment, age, pregnancy, maternity and differing work patterns is a disciplinary offence and depending on the seriousness of the incident may lead to summary dismissal. Employees are also protected from 3rd party harassment and must inform their manager should they feel harassed by a 3rd party immediately. Please refer to the Company's Bullying and Harassment Policy for further details.

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Reasonable Accommodations and Adjustments

As an equal opportunities employer, we will always offer reasonable adjustments or accommodations in regard to disability or religion, or in relation to any other protected characteristic when applicable. This will be in line with local legislation.