



## EQUAL OPPORTUNITIES POLICY

The Firm is committed to the principles of equal opportunities to treat all job applicants and employees fairly and specifically prohibits discrimination and bullying.

It is the Firm's policy to ensure all are treated fairly and equally, regardless of their sex, trans-gender status, sexual orientation, religion or belief, marital status, civil partnership status, age or perceived age, race, colour, nationality, national origins, ethnic origin or disability.

Through this policy and procedure and the training and development of managers and staff, the Firm will do all it can to promote good practice in this area in order to eliminate discrimination or harassment so far as is reasonably possible.

We expect all employees irrespective of position to comply in every respect with this policy at all times.

It is against the Firm's policy and rules - as well as being unlawful, creating a liability to a fine and/or imprisonment - for anyone to discriminate, harass or bully another employee, or to be involved with another person who is discriminating or harassing and to fail to report the act. All such offences, without exception, are regarded as serious misconduct and are ultimately punishable by dismissal. Even a single incidence of verbal or non-verbal harassment or discrimination may result in disciplinary action or constitute a criminal offence.

Under the Criminal Justice Act 1994, harassment became a criminal offence punishable by a heavy fine and/or a prison term.

Under the Protection from Harassment Act 1997 the penalties for aggravated harassment (i.e. a situation in which the victim feels they may suffer violence), are an unlimited fine and/or five years' imprisonment.