

## EQUAL OPPORTUNITIES POLICY

Martins Craft Bakery is committed to the development of positive policies to promote equal opportunity in employment and the creation of a harmonious work environment in which to work.

It is our policy to provide equality to all, regardless of workers' gender (including gender reassignment, marital or civil partnership status, dependant status creed, colour, race, ethnic origin, age, sexual orientation, religious belief, political opinion, socio economic background or disability).

This principle will apply to recruitment, training, promotions and redundancy as well as to all conditions of work (governed by the terms and conditions of employment). Appropriate opportunities for training and promotion will be drawn to the attention of the eligible employees.

Martins Craft Bakery are opposed to all forms of unlawful and unfair discrimination. All employees who work for us will be treated fairly and will not be discriminated on any of the grounds detailed within this policy

If an employee has a complaint that he or she is suffering from unequal treatment on any grounds, this will be dealt with through the normal procedures for dealing with grievances.

The Company regards harassment and/or bullying as unacceptable behaviour and as a serious disciplinary offence. Such conduct will, where appropriate, be regarded as gross misconduct and could lead to dismissal. It is also a disciplinary offence to victimise a person who brings a complaint of harassment or bullying under these procedures, or their witnesses.

Any matters disclosed under this policy will be treated in absolute confidence. Managers and employees who are involved in harassment or bullying cases must respect confidentiality at all times. Failure to respect confidentiality will lead to disciplinary action being taken.

All Directors and Senior Managers are committed to implementing these requirements and ensuring that this policy is communicated to all employees.