



TOP-HUM-POL-001

August 2023

EQUAL, DIVERSITY & INCLUSION

POLICY STATEMENT

Each company in the Thompsons of Prudhoe Group of Companies (“the Group”) is an equal opportunity employer. It is our policy to ensure that no job applicant or employee receives less favourable treatment on the ground of colour, race, nationality, national or ethnic origins, religious or political beliefs, age, gender, sexual orientation, marital status, disability, or is disadvantaged by conditions or requirements that are not essential for carrying out the job.

To ensure that such direct or indirect discrimination is not occurring, recruitment and other employment decisions will be regularly monitored in conjunction with ethnic records of job applicants, existing employees and the ethnicity of the wider local workforce. Selection criteria and procedures will also be regularly reviewed in the light of ethnic records to ensure that they are not adversely and unjustifiably affecting the opportunities of persons from a particular racial group, and that in recruitment and promotion exercises all candidates are considered solely based on their relevant merits and abilities.

All employees will be given equal opportunity and encouraged to progress within the organisation. Attention will be given to possible remedies for under representation of any ethnic groups at particular levels within the company.

It is the duty of all employees to accept their personal responsibilities in the implementation of the policy. At the same time, the Group acknowledges that specific responsibilities fall upon management, supervisors and individuals professionally involved in recruitment and employee administration.

Any employee who believes that he or she has been unfairly treated in any sense associated with this policy is entitled to raise the matter through the appropriate grievance procedure. Any complaints or queries on the above matters should be directed firstly to the Group Executive Director - Helen Hillary who is responsible for the operation of the policy within the Group. Any acts of unlawful discrimination by employees towards other employees will be treated as a disciplinary offence.

This Policy Statement shall be reviewed annually and following any significant change or development in the Group’s business operations.

Signed: *H. Hillary* Date: 12/08/2023

Helen M Hillary
Group Executive Director
Thompsons of Prudhoe Group

