



## EQUAL OPPORTUNITIES & NON-DISCRIMINATION POLICY

### EQUAL OPPORTUNITIES

BTA is committed to a policy of equal opportunity and non-discrimination. At all times, it aims to:

- Select, recruit, develop and promote the very best people, basing judgement solely on suitability for the job;
- Ensure all applicants and employees receive fair and equal treatment irrespective of sex, sexual orientation, gender reassignment, marital status, pregnancy and maternity, nationality, colour, race, national origin, religion or belief, age or disability;
- Maintain a working environment free from harassment and intimidation;
- Ensure that existing and new legislative Acts based on a stated right to equal treatment are strictly adhered to;
- Deal speedily and effectively with any complaints of alleged discrimination and/or harassment, ensuring all such complaints are fully investigated and that remedial action is taken where necessary.

### DISCRIMINATION & HARASSMENT

• Harassment can take many forms and can be aimed at an individual or a group. By way of example people can be subjected to harassment on the following grounds:

- Race, ethnic origin, nationality, colour, sex, sexual orientation or gender reassignment, pregnancy or maternity;
- Religion, belief or political conviction;
- Their willingness to challenge harassment, leading to victimisation;
- Disability, sensory impairment or learning difficulties;
- Their age - or youth, whether actual or perceived;
- Their association with a person with any of the above characteristics;
- A false perception of any of the above characteristics;
- Offence caused to them by any other employee or third party even though it may not have been directed towards them.

BTA will take all reasonable steps to ensure the elimination of harassment. Harassment will not be tolerated and deliberate harassment is considered to be gross misconduct.

### EMPLOYEE RESPONSIBILITIES

Employees are expected to fully comply with the equal opportunities policy and may be disciplined if they are found to be in breach of it. Deliberate acts of discrimination or harassment are considered to be gross misconduct.

### DISCRIMINATION OR HARASSMENT PROCEDURE

If you are the subject of harassment, your complaint can be made formally or informally. In either case, it will be dealt with promptly.

Informally, you may either speak to your Manager or ask a colleague to speak in confidence on your behalf. They will offer advice and may investigate further. Formally, employees should use the grievance procedure. In the event of the grievance being against your direct Manager, you should make your complaint directly to a Director. Employees must appreciate that the Company may only be able to take formal action if a formal complaint is made.

Employees are assured that allegations of harassment will be dealt with quickly and taken seriously. Under no circumstances should it be feared that an employee would be victimised for making or being involved in a complaint. Victimisation of a complainant is in itself a disciplinary offence.