

SHOREFIELD HOLIDAYS LTD

EQUAL OPPORTUNITIES AND DIVERSITY POLICY

Shorefield Holidays Limited is committed to the promotion of equal opportunities of all employees and applicants, regardless of sex, age, gender, marital/civil partnership status, race, creed, colour, ethnic origin, religion or disability. This principle will apply in respect of all terms and conditions of employment, including recruitment, training, promotion and redundancy.

Shorefield Holidays Limited takes the issue of equal opportunities seriously and will not accept discrimination against employees. The Company may discriminate against an individual where that individual is already an employee, by preventing them from becoming a customer or a supplier / contractor or if they are already a customer as the Company may wish to have only one type of relationship with each individual.

Anti-social behaviour such as racial harassment, sexual harassment, or bullying and intimidation in any form, whether verbal, written or physical, will not be tolerated and will be dealt with under the disciplinary procedure. Employees may raise issues relating to this by using the harassment procedure.

If any employee has a complaint that he or she feels they have suffered unequal treatment, discrimination or violence in any way, they should use the Company's grievance procedure.

No employee will be penalised for raising a complaint of unfair treatment unless it is untrue and made in bad faith.

In the first instance a complaint should be raised to the employee's Head of Department, or to the Personnel Manager, who will give impartial, confidential advice.

At Shorefield Holidays Limited we recognise that in addition to the laws that cover equality issues that we have a responsibility to meet, there are business benefits from having a diverse workforce, that include increased creativity and innovation. Just as importantly however, we believe that by treating everyone fairly and honestly we shall be a respected business that people want to be associated with and work for. It should be evident from our strategies, policies and procedures and our culture and in the way that we deal with people that come into contact with our business, that we strongly believe in equal opportunities and the benefits of diversity.