

Equality and Diversity Policy

National World plc

Policy Statement

It is the Company's policy to treat all job applicants and members of staff fairly and equally, regardless of sex, pregnancy, transgender status, sexual orientation, religion or belief, marital status, civil partnership status, age, race, colour, nationality, national or ethnic origins or disability.

This principle extends to all matters relating to all aspects of employment, including recruitment and selection, performance reviews, assessment for promotion, disciplinary action, training, pay and benefits.

This policy is non-contractual and the Company reserves the right to make any necessary alterations or amendments as required to meet the changing needs of the business or as legislation dictates. Updated versions of this policy will be published on the HR Policy Portal.

Equal Opportunities

The Company is an equal opportunity employer. Equal opportunity is about good employment practices and efficient use of our most valuable asset; our employees. Every manager and member of staff has personal responsibility for the implementation of this policy.

The Company will not discriminate on grounds of sex, transgender status, pregnancy or maternity, sexual orientation, religion or beliefs, marital status, civil partnership status, race, ethnic origin, colour, nationality, national or ethnic origins, disability or age, or any other grounds.

These principles also apply to prohibit discrimination against an individual because they associate with someone of a particular race, religion, sexual orientation, age etc. and to situations where someone thinks (whether rightly or wrongly) that a colleague is of a particular race, religion, sexual orientation, age etc.

Where increased pay and/or enhanced benefits are offered to employees on the basis of length of service, these are intended to reward loyalty, maintain motivation and reflect higher levels of relevant experience.

Any conduct which is seen to be contrary to the aims of this policy will be investigated and could be subject to disciplinary action up to and including dismissal where the behaviour is deemed to constitute gross misconduct.

You may use the Grievance policy to make a complaint concerning discrimination. No individual will be penalised for raising a complaint about discriminatory conduct, unless the substance of the complaint is untrue or the complaint is made in bad faith, for example out of malice.

Diversity

In addition to ensuring that colleagues are not treated unfavourably on certain grounds such as sex or race, the Company also recognises the importance of promoting diversity in the Company.

Diversity is about:

- Recognising that people are different from one another;
- Valuing and respecting people as individuals, irrespective of their differences and differing needs;
- Accommodating differences where possible.

Disability

If you are disabled or become disabled during the course of your employment you should inform your manager about your disability in order that the Company may take appropriate action where necessary. This may include seeking your permission to share medical/health information with first aiders.

You may be considered to have a disability if you have a physical or mental impairment that has a substantial and long term (i.e. it is likely to last for 12 months or more) adverse effect on your ability to carry out normal day to day activities. You automatically meet the disability definition from the day you are diagnosed with HIV infection, cancer or multiple sclerosis.

Where necessary, your manager will arrange to discuss with you if any reasonable adjustments to your job, working conditions or environment might assist you in the performance of your role. You will be encouraged to suggest any adjustments that you believe would be helpful.

Careful consideration will be given to any proposals you make and where reasonable, and reasonably practicable, the adjustments will be made. There may however be circumstances where it will not be reasonable or reasonably practicable for the Company to accommodate proposals put forward by you.

If your performance falls to an unacceptably low standard through a deterioration in your health or fitness caused by a disability, your manager will discuss with you the possibility of adjusting your job to allow you to remain in the role, as well as considering alternative employment.

If, having considered these options and having taken into account medical advice, possible reasonable adjustments and consultation with yourself, it is apparent that you cannot realistically continue to perform your duties, your employment may be terminated.

Religion and Belief Observance

While the Company aims to be sensitive to the needs of its employees, you also have a responsibility to ensure that your supervisor/manager is aware, in good time, of your individual needs to meet the requirements of your belief or religion.

Although the Company will take reasonable steps to try to accommodate requests, you should understand that you have a responsibility to be reasonable when asking for time off or for other work adjustments to facilitate your religious observance so that the Company and other colleagues are not unduly inconvenienced.

Time off for religious festivals should be taken as part of normal annual holiday entitlement. Requests for time off should be made to your manager in the normal way and you should provide as much notice as is reasonably practicable.

Priority will be given to requests on a first come first served basis. In all cases requests will be balanced with business needs to ensure that the operation of the Company remains unaffected.

You can request that your rest breaks coincide with your religious obligations. The Company will endeavour to accommodate such requests, however your manager may refuse if your request conflicts with legitimate business needs which cannot be met in any other way.

In attempting to meet a request for time off to observe a particular practice or festival of a religion or belief, the Company will ensure it does not disadvantage those employees who do not hold any specific religion or belief.