

Hitch Mylius Equality and Diversity Policy

Hitch Mylius Ltd is committed to maintaining a working environment where all employees are treated, and treat others equally and fairly and with respect. We seek to protect employees from any form of discrimination, harassment or bullying, and have drawn up an **Equal Opportunities Policy** and an **Anti-Harassment and Bullying Policy** to give specific guidelines and explanation for all employees.

Equality legislation exists to protect people from discrimination on the basis of certain qualities, known as protected characteristics:

Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.

We expect all of our employees to support us in our commitment to maintaining a positive, fair and respectful working environment by upholding these policies.

If any employee has concerns regarding the behaviour of another employee, even if this behaviour does not relate to or affect them directly, we require them to bring the issues to the attention of the management team.

If you encounter a problem relating to the above issues, you should immediately inform your manager. Any concerns will be dealt with promptly in accordance with our grievance procedure.

Any discrimination, harassment or bullying will be dealt with seriously. Breaches of our equality policy will be regarded as misconduct, will always be investigated, and could lead to disciplinary proceedings.

The policy applies to our dealings with the general public, and at any work related social events.

December 2012

I have read the above Equality and Diversity Policy, fully understand the content, and agree to abide by it.

Name:

Signed:

Date: