

Equal Opportunity Policy

The means LLP is committed to providing equal opportunities in employment. This means that all job applicants and employees will receive equal treatment regardless of sex, colour, race, nationality, ethnic or national origin, sexual orientation, marital status, [age]¹, disability, political or religious beliefs.

All employees should be aware of the importance which the Company attaches to its Equal Opportunity Policy Statement and should ensure that they do not, by their own actions, behaviour or attitudes, directly or indirectly (even unintentionally) discriminate against job applicants or fellow employees. Any acts of discrimination will be treated as disciplinary offences. These will include, for example, discrimination in selection for recruitment, promotion and training, refusing to work with or for a person because of his or her race or sex and the harassment of any employee.

It is good business sense for the Company to ensure that its most important resource, its staff, is used in a fair and effective way.

Legislation

It is unlawful to discriminate against individuals either directly or indirectly in respect of their race, nationality, ethnic origin, colour, sex, marital status, religious beliefs, sexual orientation or disability. Discrimination on the grounds of age is likely to be made unlawful in the near future.

Forms of discrimination

The following types of discrimination are unlawful and against the Company's policy:

- **Direct discrimination, where a person is less favourably treated because of race, nationality, ethnic origin, colour, sex, marital status, religious beliefs, sexual orientation or disability.**
- **Indirect discrimination, where a requirement or condition which cannot be justified is applied equally to all groups but has a disproportionately adverse effect on one particular group. With respect to sex discrimination it is necessary to show there is a provision, policy, criterion or practice to the disadvantage of one sex and to a substantially higher proportion of this sex than the other.**

¹ Age discrimination will be unlawful from 2006.



- ***Victimisation, where someone is treated less favourably than others because he or she has taken action against the Company under one of the relevant Acts, whether or not such victimisation is unlawful.***

Recruitment

The Company will take steps to ensure that applications are attracted from candidates without regard to race, nationality, ethnic origin, colour, sex, marital status, religious beliefs, sexual orientation or disability and will ensure that there are equal opportunities in all stages of the recruitment process.

Promotion

Promotion is made without regard to race, nationality, ethnic origin, colour, sex, marital status, religious beliefs, sexual orientation or disability and is based solely on merit.

Monitoring and review

The Equal Opportunity Policy Statement will be monitored periodically by the **Senior Partner** to judge its effectiveness.

Discipline

Acts of discrimination or harassment on grounds of race, nationality, ethnic origin, colour, sex, marital status, religious beliefs, sexual orientation or disability by employees of the Company will result in disciplinary action (please see the Disciplinary Procedure). Failure to comply with this policy will be treated in a similar fashion and the policy applies to all who are employed in the Company.

Grievance

The Company treats grievances seriously and takes action when any employee has a grievance as a result of discrimination on grounds of race, nationality, ethnic origin, colour, sex, marital status, religious beliefs, sexual orientation or disability, whether this relates to treatment by staff, customers, suppliers or anyone else with whom staff members come into contact in the course of their work. (Please see the Grievance Procedure).

Harassment

Harassment is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for the person having regard to all the circumstances including the perception of the person being harassed. Such behaviour can affect health, work performance and personal life and can lead to absenteeism, poor performance and high staff



turnover. Harassment involving discrimination in breach of the Company's Equal Opportunities Policy may also be against the law. (Please see the Harassment Policy Statement).

