



NORWOOD UK

Diversity Policy

DIVERSITY POLICY

Norwood UK is fully committed to establishing and maintaining a working environment in which recruitment and promotion within the company is based upon merit. It is Norwood UK's policy to treat all employees and job applicants fairly and equally regardless of their sex, sexual orientation, marital status, race, colour, nationality, ethnic or national origin, religion, age, disability or union membership status. Furthermore, Norwood UK will ensure that no requirement or condition will be imposed without justification which could disadvantage individuals purely on any of the above grounds.

This policy applies to recruitment and selection, terms and conditions of employment including pay, promotion, training, transfer and every other aspect of employment.

Responsibility for the development and monitoring of this policy rests with the H.R. Function however, all managers and employees of Norwood UK have a personal responsibility under the policy.

Norwood UK will ensure that all employees understand that any acts of discrimination, including harassment, will be grounds for disciplinary action and complaints can be raised through the appropriate procedures.

In order to put the Diversity Policy in practice in day to day operations, Norwood UK will:

- Regularly review its procedures and selection criteria to ensure that individuals are selected, promoted and otherwise treated according to their relevant individual abilities and merits.
- Provide information to all employees regarding their duty under legislation and the conduct we require to avoid discrimination.

- Make all employees aware that proven acts of discrimination, including harassment, will be considered gross misconduct and disciplinary action will be taken accordingly.
- Make all employees aware that, should they believe that they have been unfairly discriminated against, then they have a duty to inform their Manager or HR Manager who will investigate the complaint.
- Maintain a programme of training, guidance and information to all employees to ensure they are aware of this policy and their duty under legislation.

Norwood Electrical (UK) Ltd is committed to ISO 9001:2008 and to up-hold its values to attain and maintain a quality driven business.

Signed for and on behalf of the company

A handwritten signature in blue ink, appearing to read 'Jo Shuttlewood', written over a faint, illegible printed name.

Jo Shuttlewood – HR Director