

# LEITHS

## LEITHS EQUAL OPPORTUNITIES POLICY

The Company is committed to equal opportunities for all employees in respect of recruitment, promotion, career and personal development. Any selection for recruitment or promotion will be based on ability, qualifications and suitability for the work as well as potential for the future.

We believe that a diverse workforce with people from different backgrounds can bring fresh ideas, thinking and approaches which improve business performance.

The Company will not tolerate direct, indirect or associative discrimination against any person on the grounds of actual or perceived race, religion, philosophical or political belief, age, sex, marital status, sexual orientation, gender reassignment, disability or secondary issues arising from a disability.

It is also the responsibility of all staff in their daily actions, decisions and behaviour to endeavour to promote these concepts, to comply with all relevant legislation and to ensure that they do not discriminate against colleagues, customers, suppliers or any other person associated with the Company.

### Key Actions

In adopting these principles the Company:

- Will not tolerate acts that breach this policy and all such breaches or alleged breaches will be taken seriously, be fully investigated and may be subject to disciplinary action.
- Fully recognises its legal obligations under the Equality Act 2010 and relevant codes of practice.

The individual responsible for overseeing and checking upon the satisfactory implementation of this policy is the Group Human Resources Advisor who is empowered to thoroughly investigate, and if appropriate, redress any identified or claimed discriminatory incident or practice.

The Senior Management Team and the Board of Directors give full backing to this policy and support all those who endeavour to carry it out.



Ian Leith  
Chairman

**Leiths (Scotland) Ltd 01/10/18**