

# HUMAN RIGHTS AND EQUAL OPPORTUNITIES POLICY

## Human Rights Policy Statement

Financial is committed to creating and maintaining a positive and professional work environment. It aims to protect the business by providing a framework of fundamental principles of Human Rights by which Financial will be guided in the conduct of its business.

In support of this, Financial expressly prohibits any form of discrimination and harassments.

## Background

Human rights can be defined as basic rights that allow individuals the freedom to lead a dignified life, free from fear or want, and free to express independent beliefs.

Financial supports the principles of Human Rights and we endeavor to ensure our direct operations of staff and any interactions with our business partner do not make us complicit in Human Rights violations

## Human Rights Policy

This Policy applies to all Financial operations, including wholly or majority owned subsidiaries and associated companies where Financial has management control.

While we do not have a direct influence over our business partners' operations, we look to engage with them and demonstrate our own internal standards. Where local legislation conflicts with this statement, we will comply with the law while seeking to promote best practice through our own conduct whilst being mindful of national and cultural differences.

## Statement of Principles

Financial respects and supports the following:

The right to equal opportunity and non-discriminatory treatment

The right to security of person

The rights of children

It will not use forced or compulsory labour

It will provide a safe and healthy workplace

It will pay workers a fair wage

It will not pay bribes

It will ensure that Financial's services and products are not used to abuse human rights

## Employees

Financial employees are required to comply with our Business Principles and code of conduct through our human resources policies and staff handbook.

Financial is committed to providing a working environment in which employees are able to realise their full potential and to contribute to its business success irrespective of their gender, race, disability, sexual orientation, marital status, part time status, age, religion or belief. This is a key employment value to which all employees are expected to give their support.

In order to create conditions in which this goal can be realised, Financial is committed to identifying and eliminating unlawful discriminatory practices, procedures and attitudes throughout Financial. Financial expects employees to support this commitment and to assist in its realisation in all possible ways.

Specifically, Financial aims to ensure that no employee or candidate is subject to unlawful discrimination, either directly or indirectly, on the grounds of gender, race (including colour, nationality or ethnic origin), disability, sexual orientation, marital status, part time status, age, religion or belief. This commitment applies to all aspects of employment, including:

- recruitment and selection, including advertisements, job descriptions, interview and selection procedures;
- training;
- promotion and career development opportunities;
- terms and conditions of employment, and access to employment related benefits and facilities;
- grievance handling and the application of disciplinary procedures; and
- selection for redundancy.

Equal opportunities practice is developing constantly as social attitudes and legislation change. Financial will keep its policies under review and will implement changes where these could improve equality of opportunity. This commitment applies to all Financial's employment policies and procedures, not just those specifically connected with equal opportunities.

## **Harassment**

Harassment is physical, verbal or non verbal behaviour which is unwanted and personally offensive to the recipient, and which causes the recipient to feel threatened, humiliated, intimidated, patronised, denigrated, bullied, distressed or harassed.

The way in which Complaints of Unlawful Discrimination and Harassment will be handled. Discrimination and harassment are often complex matters, and there is no single way of dealing with every suspected or alleged instance. In some cases employees may be able to deal satisfactorily with an issue by raising it with their immediate manager.

If an employee wishes to make a formal complaint he or she should use Financial's Grievance Procedure which is set out in the Employee Handbook.

Financial will treat seriously all allegations of unlawful discrimination or harassment.

## **If an Employee is accused of Unlawful Discrimination or Harassment**

If an employee is accused of unlawful discrimination or harassment, Financial will investigate the matter fully.

In the course of the investigation the employee will be given the opportunity to respond to the allegation and provide an explanation of his or her actions.

If Financial concludes that no unlawful discrimination or harassment has occurred, this will be the end of the matter.

If Financial concludes that the claim is false or malicious the complainant may be subject to disciplinary action.

If on the other hand Financial concludes that the employee's actions amount to unlawful discrimination or harassment he or she may be subject to disciplinary action, up to and including summary dismissal for gross misconduct.

### **Monitoring**

Financial will not tolerate unlawful discrimination or harassment of any kind in the working environment and will take positive action to prevent its occurrence.

In this connection Financial will monitor its policies and will implement changes in order to improve them as social attitudes and legislation change. This commitment applies to all Financial's employment policies and procedures, not just those specifically concerned with equal opportunities