



Herschel Infrared Ltd – Equality, Diversity and Inclusion policy statement (July 2014)

This policy sets out how we uphold diversity and equality in the workplace. It applies to all employees, in all countries in which Herschel Infrared Ltd operates.

Policy objectives

Our approach to business is underpinned by a belief that all individuals should be treated fairly and have access to equal opportunities, regardless of their status. To attract, recruit, develop and retain the very best people at all levels, we are committed to respecting and embracing talent and working to support a culture that is inclusive and reflective of our vision and values.

We also look for high levels of diversity and inclusion in our suppliers, and encourage them to adopt similar philosophies in their relationships with their own employees and suppliers.

Our approach is based on the following principles:

We promote equality by removing barriers, eliminating discrimination and ensuring equal opportunity and access for all groups of people, both within Herschel Infrared Ltd and externally amongst those organisations with whom we have formal relationships.

We accept each person as an individual and believe that our success and competitiveness is built on our ability to embrace diversity. We believe that everyone should feel valued for their contributions. By working together we will deliver the best possible solutions for our people, our customers and our business.

We create a working culture where differences are not merely accepted, but valued; where everyone has the opportunity to develop in a way that is consistent with our vision and values. Our aim is be an organisation where people feel involved, respected and connected to our success.

Requirements

1. No job applicant or employee should receive less favourable treatment on grounds of sex, race, age, ethnic origin, marital status, pregnancy and maternity, civil partnership status, any gender re-assignment, religion or belief, sexual orientation, disability or part-time/fixed-term work.
2. Employees should be protected from discrimination by association.
3. Equality, diversity and inclusion should be promoted within the workplace.
4. We should contribute to generating similar attitudes to ours, in terms of equality, diversity and inclusion, in the wider community. We will also look for similar principles of diversity when we select and manage relationships with our suppliers.
5. Fair and equitable treatment should be the hallmark of every aspect of working life at Herschel Energy Group, from our written procedures through to every decision we make.
6. We should promote a culture where employees recognise the value that a diverse and inclusive workforce brings to the organisation, and where colleagues and external associates are treated with dignity and respect.

7. We insist on an environment where anyone believing they have been subjected to discrimination, victimisation or harassment in the workplace, is entitled and feels safe to raise such concerns. We are committed to ensuring that the process for dealing with such concerns is straightforward and will be addressed in a compassionate, efficient and timely manner.

Responsibilities

The CEO is responsible for reviewing, endorsing and achieving this policy's aims.

Managers are responsible for:

1. Implementing and enforcing the processes and procedures;
2. Ensuring that their people are aware of their responsibilities and receive appropriate training; and
3. Addressing any inappropriate behaviour.

Employees are responsible for:

1. Carrying out their work in line with this policy and associated procedures;
2. Respecting the rights of all Herschel Energy people to work in an environment that is free from prejudice and discrimination;
3. Challenging any behaviour that falls short of the expectations of this policy; and
4. Identifying any breaches of this policy and reporting them to their line manager.

Paul Morey



Chief Executive Officer