



Equal Opportunities and Anti-Harassment Policy

Policy

The success of the Group depends upon our people. Capitalising on what is unique about individuals and drawing on their different perspectives and experience adds value to our business. The Company aims to recruit and develop talent from the widest talent pool and create an environment which is sensitive and maximises individual differences, where everyone has a fair chance to succeed.

The Company is committed to being a fair and inclusive to contractors. To achieve this, we have policies and procedures in place to ensure that contractors understand and carry out what is expected of them.

As an Equal Opportunities Employer, no contractor or potential contractor is treated less favorably on the grounds of their disability, race, colour, religion/ belief, nationality, ethnic origin, sex, sexual orientation, gender re-assignment, pregnancy, age, marital or civil partner status or contractor status. We ensure no one is disadvantaged by any condition on the contract or company requirement that is not necessary for operational reasons.

The Company shall at all times strive to work within legislative requirements as well as promoting best practice.

This policy applies to all of the Company's contractors at every level of the business and job applicants who provide services as a self-employed contractor.

The Company recognises that all workers have a right to work in an environment in which the dignity of all is respected and which is free from harassment and bullying. It is committed to preventing and eliminating intimidation in any form.

In order to promote and maintain equality of opportunity and to eliminate discrimination the Company ensures that:

- All potential current and new contractors, workers, customers, partners and stakeholders are treated fairly and with respect.
- All individuals have the right to work in an environment free from discrimination, Harassment, victimisation, bullying or any other form of unwanted behavior will not be tolerated.
- No one is disadvantaged by conditions, requirements or practices which cannot be shown to be justifiable.
- All decisions relating to recruitment, selection, development and promotion are made according to an individual's ability and based on merit.
- All contractors have an equal chance to contribute and achieve their potential.
- Information and training will be provided as necessary to contractors to make sure that



discrimination, harassment, victimisation and bullying are avoided and the provisions of this policy are complied with.

This policy aims to ensure that if inappropriate and unacceptable behavior does occur, it will be dealt with in a serious, sensitive and confidential manner, so that the matter can be resolved as quickly as possible for all concerned parties involved.

To make a formal complaint please email people@atalogistics.co.uk, with any supporting documents/ evidence, full name and contact details to support your claim. The HR Manager will review case and conduct a formal investigation.

Please refer to Anti-discrimination policy for further details.

Harassment and Bullying

Harassment

Harassment is a form of discrimination which can be defined as conduct which is unreasonable, unwelcome and offensive, or which creates an intimidating, hostile or humiliating working environment.

Whether the action was intended to cause offence or not, if the person subjected to the behavior finds it unacceptable and he or she feels damaged or harmed by it, this potentially constitutes harassment.

Bullying

Bullying means persistent or repeated unwarranted criticism, threats, abusive/ insulting words, behavior/ written signs, either in public or private, which humiliate and affect the dignity of an individual. Bullying is identified by the effect on the person.

The following are examples of bullying:

- Verbal abuse
- Exclusion or isolating individual's
- Psychological harassment
- Assigning individual's meaningless tasks unrelated to their job
- Giving individual's impossible tasks
- Deliberately withholding information that is vital for effective work performance

This list is not exhaustive.

Disciplinary Measures

Disciplinary action, up to and including contract end, will be taken where a person is found to have committed an act of unlawful discrimination, harassment or bullying.



Scope of the Policy

Terms and Conditions of contract

The Company will continually review terms and conditions to ensure that they do not discriminate unfairly.

Recruitment and Selection

The Company aims to ensure that no job applicant receives less favorable treatment for any of the grounds set out in the third paragraph of this policy. Recruitment and selection criteria are reviewed regularly to ensure this. Contractual work is determined solely by set guidelines of our contractors and your ability to meet these set criteria such as CRB check, DVLA check & drug & alcohol test.

Promotion

There are always opportunities to progress through the Company as and when contractual work/ position become available. Everyone will be given equal opportunity to apply/ express interest and appropriate recruitment process will be followed to determine if you are suitable for the position.

Training and Development

All contractors are entitled to equal access to training and development opportunities depending on training needs and this will be decided by the line manager or senior team. Individual training needs are discussed as part of the improvement process. Line managers may approach individual to access training needs and every 6 months contractor will be requested to complete a refresher training to ensure latest guidelines and process are understood to ensure services provided are up to standard.

Disciplinary and Grievance Handling

The Company will ensure that disciplinary procedures are carried out fairly in respect of contractors to whom they apply. All grievances raised will be dealt with fairly and consistently.

Termination of contract

The Company will monitor services rendered by contractors and if found not complying with procedures leading to poor service, customer complaints & main contractor complaints, an individual will be given opportunity to improve their level of service offered and if no improvement seen the contract can be ended.

Depending on severity of the complaint the contract can be ended with immediate effect, The contractor can choose to end the contract for various reasons with or without notice.

Responsibilities of Managers

It is the responsibility of managers to ensure that no unlawful discrimination or unacceptable behavior takes place and to lead by example. Every manager has an obligation to prevent harassment / bullying and to take immediate action as well as making senior team aware of the situation along with supporting documents.



Allegations of discrimination, harassment or bullying received either informally or formally through the Grievance Procedure must be dealt with promptly and sensitively. It may not always be appropriate for a line manager to be involved with a specific complaint. For example, if the complainant is male and wishes to speak to a male, but the manager is female or, if the complaint relates to the conduct of the line manager. In such instances, the matter should be referred to the HR Department.

Handling Complaints of Discrimination/Harassment/Bullying

Managers will support any employee who complains about harassment, bullying or discrimination at work and will make sure that a full investigation takes place.

If an employee is harassed, bullied or suffers discrimination at work, they may want the matter to be dealt with informally at first. If the situation cannot be resolved informally then the complainant has the right to pursue his or her complaint formally via the Company's Grievance Procedure.

To make a formal complaint please email people@atalogistics.co.uk, with any supporting documents/ evidence, full name and contact details to support your claim. The HR Manager will review case and conduct a formal investigation.

False allegations of a breach of this policy may however be considered a disciplinary offence. Where possible, confidentiality will be observed. However, there may be occasions when the Company cannot guarantee confidentiality and/ or where allegations are sufficiently serious that the Company must investigate them and cannot (possibly due to the nature of the allegations) guarantee confidentiality. If you have any concerns about this you should contact the HR Department.

Communication

The Company is committed to ensuring that this policy is effective and that all contractors are informed of this policy.

The Company reserves the right to change or amend this policy from time to time.