



## Equality and Diversity Policy

### Purpose

The success of a business depends on people therefore SSG is committed to providing every employee and potential employee equal opportunity in all areas of employment. The company not only has a legal obligation but a social responsibility to recognise the communities in which we operate and in addition the benefits of having a diverse workforce at all levels.

By accessing, recruiting and developing talent from the widest possible talent pool we can gain an insight into different markets and generate greater creativity in anticipating customer needs. This policy has been designed to demonstrate that SSG will constantly strive to create a productive environment, representative of and responsive to different cultures and groups, where everyone has an equal chance to succeed.

### Definition

Using fair and objective employment practices, our aim is to ensure that all employees, potential employees and stakeholders are treated fairly and with respect at all times and have the right to be free from harassment, mobbing/bullying of any description, or any other form of unwanted behaviour.

Equality is defined as allowing individuals or groups of individuals to be treated fairly and equally. All staff will be entitled to the same opportunities in order to perform and succeed at work. This includes areas of race, gender, disability, religion or belief, sexual orientation and age and will be positively promoted throughout all of SSG's policies.

Diversity aims to recognise, respect and value people's differences and by promoting an inclusive culture for all staff SSG believe individuals will contribute to the company's success and realise their full potential.

### Application

All employees have personal responsibility for the practical application of the Company's equality and diversity policy which extends to treatment of employees and customers and are expected to be aware of relevant legislation within each country and local codes of practice. The Company will appoint, train, develop, transfer and promote on the basis of merit and ability only.

We all have a responsibility to embrace and support this vision and will continue to challenge behaviour and attitudes that prevent us from achieving this.

Special responsibility for the practical application of the Company's equality and diversity policy falls upon managers and supervisors involved in the recruitment, selection, promotion and training of employees. Managers are also responsible for ensuring all employees are aware of their personal responsibility to each other and to customers. The Company's Grievance procedure is available to any employee who believes that he or she may have been unfairly discriminated against.

In the case of any doubt or concern about the application of the policy in any particular incident, employees should consult their Human Resources Manager.

## **Guidelines**

In this policy the following are known as protected characteristics, although employees are required to observe local laws where they apply:

- Age
- Disability
- Gender Reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race or Ethnicity (including colour, nationality and ethnic or national origins)
- Religion or Faith
- Sex
- Sexual Orientation

## **Breach of Policy**

Stock Spirits Group takes its responsibilities with regard to Equality and Diversity seriously and expects all employees to observe this also. A breach of this policy by an employee will give rise to action under the local disciplinary policy. In certain circumstances, an offence of this nature may constitute gross misconduct resulting in summary dismissal.

Employees should also bear in mind that they can be held personally liable for any act of unlawful discrimination or harassment.

If you have any queries regarding this policy please speak to your HR department.