



## **EQUAL OPPORTUNITIES**

The Factory Shop Limited is committed to equality of opportunity in employment. The Company adopts policies in all aspects of employment which do not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion, sex, age, marital status or sexual orientation.

The Company will not tolerate any form of discrimination, victimisation or harassment. It is important that you realise that your motive for acting in a particular manner is irrelevant. The fact that you have meant no offence does not prevent your behaviour from breaching the Company's Equal Opportunities Policy.

Any employee who breaches the Equal Opportunities Policy whether deliberately or unwittingly, will be subject to serious disciplinary action, up to and including dismissal.

## **SEXUAL HARASSMENT**

All employees have a responsibility to treat colleagues with respect and sexual harassment at work is not permitted or condoned in any form.

Sexual harassment includes unwanted verbal or sexual advances, sexually explicit derogatory statements or sexually discriminatory remarks, display or circulation of sexually suggestive material, which is offensive to another employee(s).

Conduct which you believe is inoffensive, or may see as a joke may be offensive to others and considered by them to be sexual harassment. Your motive for acting as you did is therefore irrelevant.

## **RACIAL HARASSMENT**

All employees have the right to be treated equally, fairly and with respect regardless of colour, race, nationality, ethnic or national origin and religion.

Examples of such discriminatory behaviour include: racist jokes, direct or suggestive taunts, use of derogatory terms of slang to describe an ethnic or racial group,



threats of violence, refusing to speak to or work with a colleague due to



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his/her race or religion displaying or circulating offensive literature.

Conduct which you believe is inoffensive, or may see as a joke may be offensive to others and considered by them to be racial harassment. Once again your motive is therefore irrelevant.

## **AIDS POLICY**

The Company is aware that some of its employees may be or become HIV positive and that such individuals may then develop AIDS. The virus which causes AIDS can only be contacted from an exchange of bodily fluids, therefore there is no risk from normal social or work contact with the infected person.

There is no obligation upon an employee to reveal that he or she is carrying the virus. However, if the condition is disclosed, this information will be strictly confidential and will not be passed on without the employee's permission. The Company will treat all cases with sympathy and confidentiality and will seek to continue the employment without change where practicable.

An employee who breaches the confidentiality of such information either within the Company or externally will be subject to disciplinary action up to and including dismissal.

## **DISABILITY DISCRIMINATION POLICY**

It is unlawful to discriminate against an employee with disability on the grounds of his/her disability in relation to recruitment, promotion, training, benefits, terms and conditions of employment and dismissal. The Company will not tolerate any form of such discrimination.

An employee who discriminates against a disabled employee will be subject to disciplinary action up to and including dismissal.



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