

EQUALITY AND DIVERSITY POLICY

Sebigas is dedicated to encouraging a supportive and inclusive culture amongst the whole workforce, it is within our best interest to promote diversity and eliminate discrimination in workplace.

Sebigas recognizes that discrimination and victimization is unacceptable and that it is in the interests of the Company and its employees to utilize the skills of the total workforce; our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give its best as a result. **Sebigas** opposes all forms of unlawful and unfair discrimination or victimization; to that end the purpose of this policy is to provide equality and fairness for all in our employment.

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect; selection for employment, promotion, training or any other benefit will be based on aptitude and ability.

All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilized to maximize the efficiency of the organization, to create an environment where individual differences and the contributions of all our staff are recognized and valued. Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.

Sebigas promotes equality in the workplace, because believes it's a good management practice and makes business effective. Responsibility for ensuring the effective implementation and operation of the arrangements in this policy will rest with Directors / Managers. They will ensure that they and their staff operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination; each Head of Department will be in charge to:

- create an environment in which individual differences and the contribution of all team members are recognized and valued;
- not tolerate any form of intimidation, bullying or harassment and discipline those that breach this policy.

Human Resources will be responsible for monitoring the operation of the policy in respect of employees and job applicants.

Responsibility for ensuring that there are no unlawful discrimination rests with all staff and the attitudes of staff are crucial to the successful operation of fair employment practices; all members of staff should:

- comply with the policy and arrangements;
- not discriminate in their day to day activities or induce others to do so;
- not victimize, harass or intimidate other staff or groups who have, or are perceived to have one of the protected characteristics;
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic;
- inform their manager if they become aware of any discriminatory practice.

The Company policies will be reviewed regularly and any discriminatory elements removed.

Olgiate Olona (VA), January 2018

