



## EQUAL OPPORTUNITY POLICY

### 1. *Objectives:*

To ensure that:-

- (a) all the talents and resources of employees are utilised to the full
- (b) no employee, or potential employee, receives less favorable treatment on the grounds of gender, gender re-assignment, nationality, national origin, marital status, colour, race, ethnic origin, creed or disability
- (c) the Company fully meets its legal obligations

### 2. *Statement of Policy*

Greggs plc, and its divisions, are committed to a policy of promoting equal opportunity in employment by removing any discriminatory policies and practices. This policy will apply to all job applicants and employees, whether full-time, part-time or temporary.

To this end, the Company will:-

- review periodically its selection criteria and procedures to maintain a system where individuals are selected, promoted and treated solely on the basis of their merits and abilities

- to seek to give all employees equal opportunity and encouragement to progress within the Company
- distribute and publicise this policy statement throughout the Company
- to provide, to appropriate employees, training designed to alert them to the need for implementing fully and effectively these equal opportunity policies.

### 3. *General Operation*

Providing it does not conflict with any statutory enactments, this policy will apply in relation to all aspects of employment including recruitment, work allocation, training, dismissal and all other conditions of employment.

The Company will communicate the fact that this policy exists to employees in appropriate ways, such as handbooks.

In particular, management will be made aware of both the general contents of this policy and their specific responsibilities under the relevant legislation. Ultimate responsibility for the enactment of this policy will rest with the Group Managing Director. Due account will always be taken of all the relevant codes of practice.

### 4. *Recruitment and Promotion*

External applicants will be informed of the existence of the Company's policy by statement, included on all application forms where appropriate, that Greggs plc and its divisions are Equal Opportunity employers. All vacancies notified to Job Centres and Career Offices will also indicate that Greggs plc and its divisions are Equal Opportunity employers.

Job summaries in advertisements and job specifications will be worded to ensure that they are in conformity with this policy and do not conflict in any way with the law. The operation of recruitment, selection and the appointment procedures will be non-discriminatory in accordance with the requirements of this policy.

### 5. *Training*

Appropriate employees will be given information, awareness training and guidance on the law relating to equal opportunities, their own personal liability under the law and the nature of discrimination.

Awareness training relating to the law, Company procedures and policies will be provided for appropriate employees by inclusion, where appropriate, in existing and future management courses, or by means of special programmes as necessary.

## 6. *Monitoring*

Appropriate information systems in respect of applicants, new recruits and existing employees will be established for the purposes of periodically monitoring the effectiveness of this policy across the Company and its divisions. This will require relevant data to be provided by employees and applicants for employment. Should each periodic monitoring reveal any areas of concern, these will be investigated and any necessary action taken in line with this policy.

## 7. *Grievances*

Any employee who considers that he/she has been subject to discrimination in employment, or for employment, which is in conflict with this policy, should normally register a complaint for investigation and resolution by the agreed Grievance Procedure. However, in some cases of particular sensitivity, employees may not wish to raise such grievances directly with their immediate manager. In these cases, employees may seek guidance from the Personnel Manager who will then determine the appropriate stage at which the grievance should be considered within the Procedure.

## 8. *Discipline*

Appropriate disciplinary procedures will apply where any employee has acted in a deliberately discriminatory manner. If cases of gross misconduct are found, the employee will leave themselves liable to dismissal.

The Company has a legal obligation to uphold Equal Opportunity laws, and so do employees. All employees have a duty not to discriminate or to help others to do so, nor must employees be victimised if they should make a complaint on the grounds of discrimination.