

Equal Opportunities, Harassment & Dignity at Work Policy

Cranswick was formed in the 1970's by a group of farmers in East Yorkshire to produce animal feed and market pigs, and has subsequently evolved into a business focussed on the food sector, joining the Stock Market in 1985. We operate from a number of farms and processing sites that collectively produce fresh pork, fresh and cooked poultry, gourmet sausage and bacon, cooked meats, charcuterie, food to go, and pastry products which are supplied to leading food retailers and other food manufactures.

Aims of the policy

We are an equal opportunities employer and we aim to treat all employees and job applicants equally and fairly, in line with current legislation and industry best practice.

Basic Principles

We will take all reasonable steps to employ, train and promote employees on the basis of their experience, abilities and qualifications.

When making decisions regarding employees or job applicants, we will do so without regard to race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, marital status, age, disability or trade union membership (the "protected characteristics").

We will take all reasonable steps to provide a work environment in which all employees are treated with respect and dignity and are free of harassment based upon protected characteristics. We do not condone any form of harassment.

We will take disciplinary action against you if you are found to have committed an act of improper or unlawful discrimination, harassment, bullying or intimidation. Serious breaches of this policy will be treated as potential gross misconduct and may result in dismissal without notice.

Your obligations

You have a duty to co-operate with us to ensure that this policy is effective in promoting equal opportunities and preventing discrimination or harassment. You can be held personally liable in an Employment Tribunal, as well as, or instead of, the Company for any act of unlawful discrimination.

If you suspect any discriminatory acts or practices, or cases of harassment, tell your Manager immediately.

Do not victimise or retaliate against an employee who has made allegations or complaints of discrimination or harassment, or who has provided relevant information. Such behaviour will be treated as potential gross misconduct any may result in dismissal without notice.

Recruitment, advertising and selection

We will conduct our recruitment process with the sole aim of selecting the most suitable person for the job in terms of experience, abilities and qualifications.

We will ensure that job adverts encourage applications from all suitably qualified and experienced people. Where possible we will –

- Advertise in a range of publications to avoid excluding applicants of a particular gender, age, sexual orientation, religion or racial group;
- Avoid prescribing any unnecessary requirements which would exclude a particular gender, age group, sexual orientation, religion or racial group or disabled job applicants;
- Avoid prescribing any requirements as to marital status;
- Ensure that, if age limits are set, that these are justifiable.

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If we advertise internally, we will do so in such a way as to avoid restricting applications from employees of any particular gender, age group, sexual orientation, religion or racial group or from employees with a disability.

We will carry out the selection process consistently at all levels. We will process all applications in the same way, and those involved in the process will be aware of the selection criteria and the need for consistency.

Where possible, we will have two interviewers present. We will only ask questions which relate to the requirements of the job. Selection will be based on the applicant's suitability for the role.

We will have regard to our duty to make reasonable adjustments to work arrangements or to work premises for disabled applicants to ensure that they are not disadvantaged in comparison with persons who are not disabled.

Training and promotion

We will train all managers in line with this policy. This will include training on how to identify discriminatory acts / practices or acts of harassment or bullying. Line managers are responsible for actively promoting equal opportunity within their departments.

We will train all employees in relation to their rights and responsibilities under this policy.

We will ensure that any system for promotion it is not discriminatory and is checked regularly to assess how it is working in practice. When there is a group of workers predominantly of one race, religion, sex or sexual orientation, or a worker with a disability that appears to be excluded from access to promotion, training or other benefits, we will review the system to ensure there is no unlawful discrimination.

Terms of employment benefits, facilities and services

We will review all terms of employment, benefits, facilities and services from time to time in order to ensure that there is no unlawful discrimination on the grounds of any protected characteristics.

Equal pay

We are committed to equal pay in employment. We believe that male and female employees should receive equal pay for like work, work rated as equivalent or work of equal value. We will endeavour to maintain a pay system that is transparent and based on objective criteria.

Harassment and Dignity

It is against our policy for any employee, male or female, to sexually harass another employee or to harass him or her on the grounds of actual or perceived protected characteristics.

Harassment occurs where a person engages in unwanted conduct which has the purpose or effect of violating the other's dignity at work or creating an intimidating, hostile, degrading, humiliating or offensive work environment for the other person.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favours, engaging in other unwelcome verbal or physical conduct of a sexual nature, subjection to obscene or other suggestive comments, and sexual jokes or pictures in any form.

Racial harassment includes, but is not limited to, engaging in unwelcome verbal or physical conduct of a racial nature, subjection to racist comments, and racist jokes or pictures. Harassment may comprise intentional bullying, which is obvious or violent, but it can also be unintentional or subtle, such as the use of nicknames or teasing. It is for the complainant to decide for him or herself what they regard as offensive.

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Reporting complaints

We will deal with all allegations of discrimination or harassment seriously, confidentially and speedily. We will not ignore or treat lightly any complaints of discrimination or harassment.

Whilst we encourage employees who believe they are being harassed to politely but firmly ask the offender to stop, we realise that this is not always practical.

To make a formal complaint of discrimination or harassment, you should:

- report the incident to your Manager or an alternative manager / member of the HR department.
- report the matter quickly so that we can start our investigations.

We will interview you and ask you to give a witness statement detailing your complaint. We will maintain confidentiality to the extent that this is practical and appropriate in the circumstances. However, we need enough information to be able to determine the scope of the investigation and the individuals who should be notified or interviewed.

After the investigation, we will inform you of the outcome and our conclusions. We will take appropriate action with respect to all complaints which are upheld.

We will not penalise you for making a complaint, even if it is not upheld, unless your complaint was both untrue and made in bad faith.

You may use the grievance procedure to make a complaint if you prefer.

We will take disciplinary action against anybody found to have breached this policy. This may result in dismissal without notice. Managers who knew that such discrimination or harassment had occurred but had taken no action to stop it will also be subject to disciplinary action.

Monitoring equal opportunity and dignity at work

We will regularly monitor the effects of recruitment decisions, HR procedures and pay practices to assess whether we are achieving equal opportunity and dignity at work. This may involve considering any possible indirectly discriminatory effects of our working practices.

The Group HR Director has overall responsibility for managing and updating this policy.

For Cranswick plc:

Business Unit Director:



**Adam Couch
Chief Executive
Cranswick plc**

Dated: 16th June 2021

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