



EQUAL OPPORTUNITY AND DIGNITY POLICY STATEMENT 2020

Our businesses (Niche Food & Drink Ltd & Niche Free-From Kitchen Ltd) is a leading gluten-free restaurant and food production business specialising in the free-from market, with a strong focus on fresh and regionally sourced products prepared and served on site by well trained staff.

We work with a large number of partners, stakeholders and suppliers and recognise that as an employer and business partner we are committed to taking our equal opportunities employer and dignity in the workplace responsibilities seriously.

Niche is an Equal Opportunities Employer and is committed to providing a culture of working relationships in which all employees and job applicants are treated with dignity and respect. The Company is equally committed to ensuring that it acts within the framework of the Equality Act 2010 in providing diversity and equality to all in employment, irrespective of actual or perceived sex, gender (including gender reassignment), marital status, colour, ethnic or national origin, disability, age, marital status (including civil partnerships), pregnancy and maternity or disability, nationality, national origin, sexual orientation, religion, belief or social class. Collectively these grounds are known under the Equality Act 2010 as “protected characteristics” other than social class.

The Company opposes all forms of unlawful or unfair discrimination. No employees will be disadvantaged by any conditions of employment or company requirements that cannot be justified as necessary on operational grounds. We aim to ensure that our employees achieve their full potential and that all employment decisions are taken without reference to irrelevant or discriminatory criteria.

- We have adopted this policy as a means to helping to achieve these aims. This policy is non-contractual and may be amended from time to time in line with legislative changes or business needs.
- The principle of equal opportunities applies to the recruitment process, to all terms and conditions of work, to transfer and dismissal.
- All employees have equal access to training, re-training, promotion and career development opportunities, subject to business and any occupational requirements.
- Employees must not unlawfully discriminate against or harass other people including current and former employees, job applicants, clients, customers, suppliers and visitors.
- This policy applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts, or when wearing a work uniform), to emails or posting on social media.



EQUAL OPPORTUNITY AND DIGNITY POLICY STATEMENT 2020

- Person and job specifications will be limited to those requirements which are necessary for the effective performance of the job, subject to any occupational requirements.
- Interviews will be conducted on an objective basis and personal or home commitments will not form the basis of employment decisions except where necessary.
- We will appoint, train, develop and promote on the basis of merit 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 utilised to maximise the efficiency of the organisation.
- Every employee has a responsibility to behave in a manner that is not offensive to others and to acknowledge that views and opinions held by others and decisions made by management may not always coincide with their own.
- The requirements of job applicants and existing employees who have or have had a disability will be reviewed to ensure that wherever possible, reasonable adjustments are made to enable them to enter or remain in employment with us. Promotion opportunities, benefits and facilities of employment will not be unreasonably limited and every reasonable effort will be made to ensure that disabled employees participate fully in the workplace.
- All employees have the right to equal opportunity and a personal responsibility to implement this policy to prevent any form of discrimination, harassment or victimisation against any job applicant, colleague or manager, or induce such behaviour in another. Special responsibility for the practical application of this policy falls upon managers and supervisors involved in the recruitment, selection, promotion and training of employees. The special responsibilities give rise to training needs for which provision will be made.
- Disciplinary action may be taken against any employee who is found to have committed an act of unlawful discrimination. Any form of harassment, victimisation, intimidation or bullying may be treated as gross misconduct.
- Where harassment is considered unacceptable, employees should have the confidence to deal with and challenge harassment and bullying without fear of ridicule or reprisals.
- All Employees have a duty to report any breaches of this policy that they become aware of. Any failure by employees to carry out their duties under this policy and/or the Harassment Policy may, in appropriate circumstances, lead to disciplinary action being taken against them which may lead to dismissal (without notice).



EQUAL OPPORTUNITY AND DIGNITY POLICY STATEMENT 2020

- Anyone who believes that he or she may have been disadvantaged on discriminatory grounds is entitled to raise the matter informally with their Line Manager, or if the concern is with their Line Manager, their Line Manager's superior or our Directors. Often matters can be resolved quickly through a face to face discussion. If the matter is not resolved, it may be raised formally and in writing through the Company grievance procedure.
- If the matter is sensitive, employees may choose to bring a colleague with them as their companion at any initial discussion meeting.
- It is important to the Company that all employees have confidence that they can raise any concerns that they may have about the conduct of others in the business or the way in which the business is run. For example:
 - A criminal offence has been committed
 - Discrimination has taken place
 - Incorrect working practices
 - Health and Safety risks
 - Breach of legal obligations
- Any concerns in respect of slavery or human trafficking Equality And Dignity At Work Policy. Such concerns should be raised to their Line Manager, or if the concern is with their Line Manager, their Line Manager's superior or our Directors.
- The Company will treat any complaint seriously and investigate the matter thoroughly and in a timely and confidential manner.
- An employee who raises such an issue will not be subjected to victimisation, less favourable treatment or disciplinary actions as a result of raising a concern.
- Investigations will pay due respect to the rights of both the complainant and the alleged discriminator. If the investigation reveals that the complaint is valid, the Disciplinary Procedure will be invoked against the alleged discriminator. However, an employee who is found to have made malicious or mischievous complaints may be subjected to disciplinary action.

Approval

This statement has been approved by Niche Directors.

Marc Warde & Adrian Morgan

Niche intends to review and update this statement as necessary on an annual basis.