

## **EQUALITY AND DIVERSITY POLICY (race, gender, age sexual orientation)**

The purpose of this policy is to ensure equal opportunities for all workers, job applicants, clients and customers, irrespective of age, gender, sexual orientation, race, colour, nationality, ethnic or national origin. Three Dragons values a diverse customer base and the individuality and creativity that every worker potentially brings to the workforce.

### **Operating principles**

Workers, job applicants, visitors, clients and customers will be treated fairly, openly and honestly, and with dignity and respect.

No job applicant or worker will receive less favourable treatment on grounds of age, gender, sexual orientation, race, colour, nationality, ethnic or national origin.

We recognise that equality of opportunity is about good employment practice and makes sound business sense. Three Dragons will take appropriate steps to make sure all business practices ensure equal opportunities. To do so we will ensure that:

- Recruitment, training and promotion opportunities will be made as widely available as possible;
- Selection criteria for employment, training and promotion opportunities will be entirely related to the job;
- Employment decisions on recruitment, promotion and training will be made solely on the basis of merit;
- Everyone has the right to work and do business in an environment free of unlawful discrimination and harassment. We will not tolerate such behaviour under any circumstances;
- Disciplinary action, including termination of agreements, may be taken against any worker found responsible for harassment or discrimination;
- Any team member who believes he or she is being discriminated against, victimised or harassed should raise the matter with a Director

We will ensure that all our associates, customers and clients are aware of the policy, and that they understand that they are responsible for observing it.

We will monitor the operation of the policy and review the progress we have made each year, to make sure the policy is achieving its aims.