



EQUALITY AND DIVERSITY POLICY

POLICY STATEMENT

- Bechtle Limited is an *equal opportunity company*, and it is the policy of Bechtle Limited, that neither its managers nor its associates, nor any others acting on its behalf, will practice any form of unfair discrimination against each other, our customers or suppliers.
- Bechtle Limited is committed to providing equal opportunity for all associates and applicants for employment.
- Equal opportunity is the responsibility of each associate, regardless of their position. As such, all associates are expected to take an active role in implementing and maintaining the spirit of this policy through their own actions.

PURPOSE

The purpose is to recruit, hire, train and promote associates in all classifications without regard to race, colour, religion, creed, sex, age, national origin, disability, sexual orientation, marital status, citizenship or other protected area.

SCOPE

This policy will apply in particular, to the advertising for, and recruitment of associates; the appointment, training, assessment, development and promotion of associates; the introduction and implementation of employment benefits; the design and application of grievance and disciplinary procedures; the treatment of associates, customers and suppliers.

OVERVIEW

1. DEFINITION OF TERMS

- 1.1 Discrimination
- 1.2 Unlawful direct discrimination
- 1.3 Unlawful indirect discrimination

2. EFFECTS OF DISCRIMINATION

3. IMPLEMENTATION OF THE EQUAL OPPORTUNITIES POLICY

- 3.1 Recruitment Advertising
- 3.2 Recruitment and promotion
- 3.3 Assessment, training and development
- 3.4 Compensation and benefits
- 3.5 Disciplinary procedures

4. PROCEDURES FOR HANDLING COMPLAINTS

- 4.1 Informal action
- 4.2 Formal action

5. LOCAL POLICY

1. DEFINITION OF TERMS

Bechtle Limited

Village Green
Methuen Park,
Chippenham,
Wiltshire.
SN14 0GF

Telephone 01249 467900

16.11.2023

www.bechtle.co.uk
sales@bechtle.co.uk

Austria
Belgium
Czech Republic
France
Eire
Germany
Hungary
Italy
Netherlands
Poland
Portugal
Spain
United Kingdom

Registered in England and Wales
with company number 3283032

VAT Number:
GB699374267

1.1 Discrimination

Decisions about employment matters are taken on a frequent basis, and it is important that people should not be discriminated against and that these decisions should be made purely on the basis of ability and potential.

1.2 Unlawful direct discrimination

Unlawful direct discrimination occurs when decisions are taken for unjustifiable reason (s), based on a persons' gender, marital status, race, nationality or national origin, ethnic origin, colour or disability. e.g. A supervisor has seen two candidates (a male and a female candidate). Although the woman was technically a better candidate for the job, the supervisor opted for the male candidate as he cannot get pregnant.

1.3 Unlawful indirect discrimination

- Unlawful indirect discrimination will occur where unjustifiable conditions or restrictions adversely affect an individual , or adversely affect members of a minority group. e.g. If an employment criterion of Bechtle Limited would be that every new hire needs to be at least 1,70 m, this would be discriminatory against women as they tend to be smaller than men.
- Minority groups are those whose members are different than the majority based on their gender, marital status, nationality or national origin, ethnic origin, race, colour or disability.
- They can be subject to less favourable treatment which can affect the dignity of people at work.

2. EFFECTS OF DISCRIMINATION

Discrimination, whether intentional or otherwise, is a negative and destructive force.

3. IMPLEMENTATION OF THE EQUAL OPPORTUNITIES POLICY

3.1 Recruitment Advertising

- All job advertisements (both internal and external adverts) should contain only those requirements which relate to the proper performance of the job. Employment decisions should be based only upon valid business requirements.
- External advertisements should not be placed in publications and/or agencies which, because of their circulation, may prevent members of minority groups from applying.
- All job advertisements should be placed by the Human Resources department in order that they can monitor the effectiveness of the equal opportunity policy and procedures.
- In some countries it is appropriate to state within the recruitment adverts that Bechtle Limited is an equal opportunity company to reinforce the company's position.

3.2 Recruitment and promotion

- All persons responsible for recruitment of associates should ensure that they are aware of Bechtle Limited's equal opportunity policy and should act accordingly.

- Any person involved in recruitment who is unsure of the above, should request the appropriate training, and should contact the HR Department for advice and assistance before starting any recruitment.
- The sifting of applications, shortlisting, interviewing and appointment of applicants, should be conducted on the basis of the proper requirements of the job, and no unfair discrimination conditions or restrictions will be applied.
- Promotional decisions should be in accordance with the principles of equal opportunity and be based solely on merit.

3.3 Assessment, training and development

- Associates will be assessed by their supervisor, in accordance with the company objective and appraisal system.
- The results of these assessments will be agreed between the associate and the supervisor, based on the associate's performance and contribution in the achievement of the company's objectives without regard to race, colour, religion, creed, sex, age, national origin, disability, sexual orientation, marital status, citizenship or other protected area..
- Associates will be selected for training, and will receive training for their job depending on their individual needs, and within their individual abilities, according to the job requirements.
- No associate will be refused training or development on grounds which would constitute unfair discrimination.
- Training and personal development will be conducted in accordance with the needs, abilities and potential of the individual and the company.

3.4 Compensation and benefits

- Bechtle Limited has a job grading system in which each job is ranked according to a number of factors (please see under section B.a. of the European compensation and benefits policy). This job grading system identifies work of similar value and associates will receive salaries based on that structure and their own individual contribution to the company.
- The provision of benefits may vary according to status levels within the company, however, such benefits will be applied fairly and equally to all associates within these status levels race, colour, religion, creed, sex, age, national origin, disability, sexual orientation, marital status, citizenship or other protected area.

3.5 Disciplinary procedures

- Bechtle Limited will devise, maintain and adhere to a fair disciplinary policy and procedures, which will apply to all associates of the company, whatever their status.
- Where it is alleged that an associate has breached the company's standards, rules or codes of behaviour, they shall be liable to action under the company's disciplinary procedure.
- All action undertaken under this, will be based on the specific facts, and every associate will have the right to be treated fairly, equally and consistently.

4. PROCEDURE FOR HANDLING COMPLAINTS

- Any associate, who acts in an offensive, discriminatory or otherwise objectionable manner towards any other person, will be liable to action under the company disciplinary procedure.

- The Human Resources Department will investigate and respond to any associates or applicant's questions or concerns.

4.1 Informal action

- Associates who are subject to discrimination are advised to inform the offender that their behaviour is unacceptable, and must stop. It might be useful for the recipient of such treatment to put this complaint in writing to the offender.
- In order to assist associates in making someone aware that their behaviour is unacceptable, any individual who feels that they have been subject to discrimination can speak in confidence to a Human Resources Representative, or can approach any member of the management team in whom they feel they can confide.
- This person may then contact the harasser on behalf of the associate, where the associate does not feel able to deal with the offender directly.

4.2 Formal action

- Where there is repetition of discrimination after an informal attempt to stop it, or the associate feels it is a serious complaint, then this should be reported to the associate's line manager.
- If the associate's supervisor is the source of discrimination the associate should contact either the next level supervisor or a Human Resources Representative.
- Once the aforementioned associates have knowledge of any allegation or incident of discrimination, they are obliged to report this to a human resources representative promptly.
- Reported incidents of discriminations will be immediately and thoroughly investigated and the appropriate corrective action taken. The company will take appropriate steps to protect the affected associate from retaliation and the results of the investigation will be communicated, as appropriate, back to the affected associate.
- When an investigation is being conducted, the identity of the individual raising the complaint and of the associates involved in the investigation will be treated confidentially. All action taken in this respect will be undertaken in a discrete and confidential way.
- If an associate interferes or fakes an investigation in any way, disciplinary action may result.
- When a report of discrimination results in sufficient grounds for disciplinary action to be taken, such action may range from verbal counselling to and including termination of the employment relationship with Bechtle Limited.
- Bechtle Limited strictly and expressly forbids any form of retaliation against anyone who has reported discrimination in good faith or participated in a discrimination investigation.

A handwritten signature in blue ink, appearing to be a stylized 'A' or 'M'.



James Napp
Managing Director
Bechtle Limited.