



DIVERSITY & INCLUSION POLICY

Version 1.0

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At Virgin Wines we believe that our people are fundamental to the success of our business. We are committed to creating and maintaining an inclusive workplace that respects, values and celebrates each and every employee's individuality, background and experience.

We do this by:

- All employees and potential employees are treated fairly, and with dignity and respect at all times.
- All employees have the right to work free from discrimination, harassment, victimisation or bullying of any description, or any other form of unwanted behaviour, whether based on age; colour of skin; disability; pregnancy, paternity or maternity; parental responsibilities; ethnic origin/race; gender status; marital/civil partner status; sexual orientation; religion or belief; political belief, or for any other reason.
- All employees have an equal opportunity to contribute to and achieve their potential, regardless of any defining feature that may give rise to unfair discrimination and all decisions affecting employment and career development are based on merit.

This Policy applies to anyone who works for or who applies to work for Virgin Wines. That includes all employees, agency employees and consultants, ex-employees, people applying for jobs and other third parties.

This policy applies to:

- Advertising
- Recruitment and selection
- Allocation of work
- Career advancement
- Training and development
- Employment
- Disciplinary matters and grievances
- Performance reviews
- Pay and remuneration
- Decisions relating to dismissal, including selection for redundancy
- References
- Terms and conditions of employment.

This above list is not exhaustive.

We all have a responsibility to ensure that everyone is treated fairly and equally at work.

All Virgin Wines employees are required to uphold the principles of this policy. If you are a line manager you are responsible for creating the right environment in your team and taking action if you see unfair or discriminatory behaviour by any employees, or where any of our business practices throughout any part of our business are potentially unequal to any of our employees.

Our aim is to provide employees with the required information and education on the requirements of this policy and actively promote a culture that demonstrates respect to others and reinforces self-esteem and self-regard where no form of discrimination will be permitted or condoned, either directly or indirectly.

EMPLOYEE RIGHTS AND RESPONSIBILITIES

We actively promote an affirming culture where our employees are aware of what constitutes positive behaviour and where individual rights and responsibilities are accepted and understood on the following basis:

Employee rights:

- To be treated with dignity and respect
- To be treated fairly and without discrimination
- To disagree and present alternative views
- To challenge and be assertive
- To have your contribution recognised

Employee responsibilities:

- To treat others with dignity and respect
- To challenge inappropriate behaviours in others
- To respect the authority and decisions of others
- To deal with conflict constructively
- To recognise the needs of the business and others
- To thank and recognise the efforts of others

This Policy applies to any form of unwanted behaviour towards an employee for whatever reason. This includes, any form of discrimination, including direct or indirect, and whether it occurs intentionally or unintentionally.

This Policy will also apply to the victimisation of an employee on the basis of action taken by them to complain or to assist an employee to make a complaint (in good faith) under this Policy.

REASONABLE ADJUSTMENTS

If you feel you require any reasonable adjustments, you are encouraged to communicate this to your line manager or the HR team to enable us to provide the required support.

RECRUITMENT AND SELECTION

We are committed to reaching, recruiting and developing our people from the widest possible talent pool to allow us to gain a valuable insight into different markets and to generate greater creativity in anticipating our customers' needs. By creating an environment representative of, and responsive to, different cultures and groups, we feel we can improve our business to the benefit of all employees and customers.

We aim to ensure that no job applicant receives less favourable treatment or is discriminated against. We review our recruitment procedures regularly to ensure that individuals are treated on the basis of their relevant merits and abilities. Our job selection criteria are also regularly reviewed to ensure they are essential for the effective performance of the job and therefore justified on non-discriminatory grounds.

As part of our recruitment procedure, we take steps to eliminate unlawful direct and indirect discrimination by ensuring all candidate applications are screened by at least two individuals and interviews are undertaken by at least two people.



For additional queries please contact:
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