

## East Midlands Pharma Equal Opportunities Statement

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EM Pharma is proud to be an equal opportunity employer and is committed to equality of opportunity in all its employment practices, policies and procedures. No employee or potential employee will therefore receive less favourable treatment for any reason, including but not limited to: their race, creed, colour, nationality, ethnic origin, disability, age, religion or similar belief, language, gender, gender reassignment, sexual orientation, pregnancy, maternity or marital status. Appointments to staff and promotion within the Company will be determined solely by merit related to the effective performance of the job in accordance with the needs of the Company.

No employee or potential employee will be disadvantaged by any conditions of employment or requirements that cannot be justified as necessary on operational grounds.

Decisions about all conditions of work including pay, hours of work, holiday entitlement, sick pay, recruitment, training, promotion developments and redundancy, will be made on the basis of merit or ability.

All employees have a personal responsibility for the application of this equal opportunity policy, which extends to the treatment of both fellow employees, workers, contractors and agency staff.

Any employee who believes he or she may have been unfairly discriminated against is encouraged to use the company grievance procedure.

Any employee who conducts himself or herself in a discriminatory manner (whether on the grounds of sex, race, colour, religion, religious belief, nationality, age, pregnancy and maternity, ethnic origin, marital status, civil partnership, disability, sexual orientation or gender re-assignment) towards another employee, worker, contractor or agency staff will be subject to disciplinary action.

### **Ethical recruitment commitment**

EM Pharma are committed to its ethical recruitment practices. Ethic is the application of moral standards in the working environment. Most of the times to be ethical is doing what the law requires. We are committed to:

- All employees and job applicants being treated equally;
- Being honest in an advertisement;
- Maintaining confidentiality throughout the process;
- Ensuring the same questions are asked at interview to all candidates;
- Using the same criteria for all applicants; and
- Asking applicants to disclose if family or friends work for the same business.

The candidate privacy policy is made available to all candidates and provides information regarding how the Company will treat personal details and comply with Data Protection requirements.