

fact sheet

Equal Opportunities Policy

Purpose

This policy sets out Royal Mail Group plc's commitment to compliance with Equal Opportunities legislation, gives expression to our value "respect for every individual and recognition of their contribution and aspirations" and to achieve the business case benefits which derive from a diverse workforce.

Policy

Royal Mail Group plc is firmly committed to providing and promoting equality of opportunity for all existing and prospective employees and agents.

To achieve this we will strive to create an environment in which there is respect for every individual and recognition of their aspirations, regardless of their race, colour, creed, ethnic or national origins, gender, marital or family status, sexuality, disability or age.

It is the responsibility of us all to make this happen, in a way which reflects the values that underpin our organisation.

To demonstrate its commitment, Royal Mail will undertake the following positive measures:

- communicate our Equal Opportunities policy to ensure understanding;
- regularly monitor the composition of the workforce and publish the results;

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- review all employment policies and practices to ensure they are fair and lawful;
- fully investigate all complaints of discrimination, victimisation, and harassment and to take appropriate action; and
- require our leaders to demonstrate personal commitment to equality of opportunity.

The principles of this policy apply equally to the treatment of customers, clients and suppliers.

Further details of policy ownership, accountabilities, and links to other policies, processes and procedures can be viewed on the Royal Mail Intranet.

At the Intranet home page select **Policies and guidelines**, then **Policies and standards**, or in place of these two steps type the following in the address field <http://10.5.20.6/policy/policies/frameset.htm>

Then select **policies**, then **all**, then scroll down and select **Equal Opportunities (P5)**.

Whilst we endeavour to ensure the accuracy of information given in this fact sheet, it is intended for guidance only. Inclusion of supplier/organisation details does not imply Royal Mail Group plc approval. Any prices/terms/conditions must be confirmed direct with service provider.

If you require this fact sheet in an alternative format, please contact the DAC via:

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