

Pendragon PLC

Diversity and Equal Opportunities Policy

Statement of Policy

Pendragon PLC, “the Company” is an equal opportunity employer and has a Policy for this purpose. We are committed to ensuring that that our workplaces are free from unlawful or unfair discrimination on the grounds of age, colour, race, nationality, ethnic or national origin, marital status, disability, sex or sexuality, within the framework of law.

We aim to ensure that our Team Members achieve their full potential and that all employment decisions are taken without reference to irrelevant or discriminating criteria. This Policy covers all aspects of employment, from vacancy advertisements, selection for recruitment and training to conditions of service and reasons for termination of employment.

General

The objectives of the Pendragon Diversity and Equal Opportunities Policy are:-

- (a) To ensure that the Company has access to the widest labour market and secures the best team members for its business.
- (b) To ensure that no applicant or team member receives less favourable treatment and that wherever possible all team members are given help to attain their full potential.
- (c) To achieve an ability-based workforce, which is in line with the working population.
- (d) To ensure team members are recruited on the basis of ability to carry out the job and on merit.

Ultimate responsibility for achieving the policy’s objectives lies with the Chief Executive. Behaviour or actions against the spirit of this policy will be classed as a serious disciplinary matter and may in some cases lead to dismissal.

Vacancy Advertising

- (a) Wherever possible, all vacancies will be advertised simultaneously internally and externally.
- (b) Wherever possible steps will be taken to ensure that knowledge of vacancies reaches under-represented groups internally and externally.
- (c) Wherever possible, vacancies will be notified to job centres, careers offices, schools, colleges, universities etc. with significant minority groups, as well as to minority press/media organisations.
- (d) All vacancy advertisements should include an appropriate short statement on equal opportunities.

Selection and recruitment

- (a) Selection criteria (job description and team member specification) will be kept under constant review to ensure that they are justifiable non-discriminatory grounds as being essential for effective performance of the job.
- (b) Wherever possible, more than one person should be involved in the selection and recruitment process, and all should receive guidance on equal opportunities.
- (c) Wherever possible, women, minorities and disabled persons should be involved in the short listing and interviewing process.
- (d) Reasons for selection and rejection of applicants for vacancies should be recorded.

Positive Action – Training, Promotion and Conditions of Service

- (a) Under-represented groups will be encouraged to apply for training and employment opportunities with the Company. However, actual recruitment to all jobs will be strictly on merit.
- (b) Wherever possible, efforts will be made to identify and remove unnecessary/unjustifiable barriers and provide appropriate facilities and conditions of service to meet the special needs of disadvantaged and/or under-represented groups.
- (c) The Company provides for specialist diversity training across all of its business units. The training is specifically tailored to cover topics including stereotyping, valuing difference and avoiding potentially discriminatory situations. The Company encourages its leaders to ensure that they understand the potentially different religious beliefs of our Team Members. Advice and guidance is provided on how to accommodate requests for flexibility in the workplace for religious activities.

Personnel Records

- (a) In order to ensure the effective operation of the equal opportunities policy (and for no other purpose) a record will be kept of all team members' and job applicants' age, gender, racial origins and disability.
- (b) Where necessary, team members will be able to check/correct their own record, otherwise access to this information will be restricted.
- (c) Such records will be analysed regularly and appropriate follow up action will be taken.

By order of the Board

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