



EQUAL OPPORTUNITIES AND DIGNITY AT WORK POLICY DOCUMENT

Date of implementation: January 2013
Next revision: January 2021

PRIVILEGED AND CONFIDENTIAL
Certified by: Ethics Committee

Trescal

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EQUAL OPPORTUNITIES AND DIGNITY AT WORK POLICY

OUR COMMITMENT

Trescal is committed to providing equal opportunities in employment and to avoiding unlawful discrimination in employment and against customers as per legislation in the jurisdictions where Trescal operates

THE LAW

It is against the law to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which included colour, nationality and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as “protected characteristics”.

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

Subject to limited exceptions in some circumstances for religion or belief and sexual orientation, it is unlawful to discriminate directly or indirectly, harass or victimise a member of the public based on any of the protected characteristics in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation, or alteration of physical features if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

DIGNITY AT WORK

Trescal is committed to creating a work environment free of harassment and bullying, where everyone is treated with dignity and respect.

Some harassment is unlawful discrimination and serious harassment may be a criminal offence.

Bullying is offensive, intimidating, malicious, or insulting behaviour, and/or an abuse or misuse of power that is meant to undermine, humiliate, or injure the person on the receiving end. Examples of bullying would include picking on someone or setting him/her up for a fall or making threats or comments about someone’s job security without good reason.

Harassment is unwanted conduct related to relevant protected characteristics, which are sex, gender reassignment, race (which includes colour, nationality and ethnic or national origins), disability, sexual orientation, religion or belief and age, that has the purpose of violating a person’s dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

It may be reasonably considered by that person to have the effect of violating his/her dignity or of creating an intimidating, hostile, degrading, humiliating, or offensive environment for him/her, even if this effect was not intended by the person responsible for the conduct.

Examples of harassment would include: physical conduct ranging from unwelcome touching to serious assault; unwelcome sexual advances: demeaning comments about a person's appearance; unwelcome jokes or comments of a sexual or racial nature or about an individual's age; excluding an individual because he/she is associated or connected with someone with a protected characteristic, e.g. his/her child is gay, spouse is black or parent is disabled; repeated name calling related to an individual's religion or belief, ignoring an individual because he/she is perceived to have a protected characteristic (whether or not he/she does, in fact, have that protected characteristic), e.g. an employee is thought to be Jewish, e.g. is perceived to be a transsexual; the use of obscene gestures: and the open display of pictures or objects with sexual or racial overtones, even if not directed at any particular person, e.g. magazines, calendars or pin ups.

Conduct may be harassment whether or not the person behaving in that way intends to offend. Something intended as a "joke" may offend another person. Everyone has the right to **decide** what behaviour is acceptable to him/her and to have his/her feelings respected by others. Behaviour that any reasonable person would consider offensive will be interpreted as an act of harassment without the recipient having to make it clear in advance that behaviour of that type is not acceptable to him/her, e.g. sexual touching.

RESPONSIBILITY FOR THE POLICY

If you are aware that any Personnel is involved in acts which violate this Policy, you must report such conduct without delay to the Trescal Ethics Committee.

Trescal strictly prohibits retaliation against anyone who in good faith raises or helps to address these issues. We will protect whistle-blowers and guarantee that the investigation will remain confidential except in case of defamation, insult or malicious accusation.

If at any time you have questions about this Policy or discrimination laws, please contact the Trescal Ethics Committee at: ethicscommittee@trescal.com or ethics.committee@trescal.com

This Policy defines the minimum standards that all Personnel and Representatives worldwide must observe when dealing with government officials and other people on behalf of Trescal.

If you have questions about this Policy or discrimination Laws, in a situation that may raise discrimination concerns or are uncertain about how to proceed, consult the Trescal Ethics Committee before acting. All Personnel are responsible for preventing, detecting, and reporting instances of noncompliance to a member of the Trescal Ethics Committee in accordance with the Trescal Policy.

No Personnel will be subject to retaliation because of a good faith report of a complaint or concern regarding suspected violations of this Policy or discrimination Laws.

Failure to comply with any provision of this Policy may result in disciplinary action, up to and including termination or dismissal for more serious violations, as well as civil or criminal charges.

COMMUNICATION AND AWARENESS OF THIS POLICY

Our zero-tolerance approach to discrimination must be communicated to all suppliers, contractors and business partners at the outset of our business relationship with them and reinforced as appropriate thereafter.

Revision	Written by	Reviewed by	Approved by	Date
V1_2020	Corporate Team	A.Kleinclauss J.Bézier		29/05/2020
V2_2020	Corporate	C.Bourdoncle		11/06/2020

Approved

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