

## **Agreement for Employee / Promoter / Agent Conduct**

As an employee, promoter or agent of the Scotsman Group, you are expected to maintain the highest level of integrity in all work and non-work-related duties. Any conduct which results in negative press, damages company reputation and image or jeopardises a venue licence may result in summary dismissal of employees or the termination of any agreement with the company. This includes any activity on social media sites and in online forums.

As a company the Scotsman Group is committed to complying with the Equality Act and will ensure all employees, customers and visitors are treated fairly, with dignity and respect. This commitment will be achieved with the co-operation of everyone involved with the Scotsman Group. It is therefore mandatory that all practices and actions are non-discriminatory and assist in the groups aim to create a fair and inclusive environment for all.

The Scotsman Group recognises the definition of discrimination as the unfair or less favourable treatment of an individual or group due any one of the following characteristics: Age, disability, gender, sexual preference, gender reassignment, pregnancy and maternity, marriage and civil partnership, and religious belief.

Examples of unacceptable discriminatory conduct include (but are not restricted to):

- Excluding someone from a club because of their sexuality
- Refusing access to a restaurant to an older person
- Using improper language when using social media to market business events
- Recruitment advert for position stating only one sex or age group can apply
- Unfair treatment of an employee who is pregnant

While it is sometimes lawful to discriminate (e.g. to refuse entry to a club to a person under 18 years) you must ensure your conduct is not derogatory through the language you use or the actions you take.

Any deviation from this is likely to bring yourself and the company into disrepute resulting in serious consequences including contract termination as highlighted above.

I have read and understood this policy and am aware that any non-compliance will be dealt with as a gross misconduct matter in accordance with the company disciplinary procedure for employees or services being cancelled if you are a self-employed agent.

Please contact the HR Department at the Scotsman Group Central Office if further clarification or advice is required.