
 <i>Engineering the flow of communication™</i>	<p style="text-align: center;">PITNEY BOWES</p> <p style="text-align: center;">Policy</p> <p style="text-align: center;">Equal Opportunities & Elimination of Discrimination</p>	<p>Doc Ref: UK-HR-P-011</p> <p>Version: 3.00</p> <p>Page: 1 of 5</p> <p>Effective Date: 1st October 06</p>
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1. VERSION HISTORY

VERSION	ISSUE DATE	REASON FOR CHANGE
0.01	26 th March 03	Replaces CP023 and PR044 Equal Opportunities and Elimination of Discriminate. Update of policy and translation into new format.
1.00	29 th May 03	Amendments ready for release.
2.00	6 th April 2006	Amendments to scope
3.00	1 st October 2006	Employment Equality (Age) Regulations 2006

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2. SCOPE AND LIMITATIONS

The provisions of this policy relate to:

- All temporary and permanent workers:
- Workers employed via a third party: and
- Job applicants.

This policy applies to all aspects of employment, including:

- Recruitment and selection:
- Pay, benefits and conditions:
- Transfers and promotions:
- Training and development:
- Redundancy and redeployment: and
- Disciplinary and grievance matters.

This policy also applies to the treatment of clients and customers. We expect our clients and customers to adhere to the principles of this policy in their dealings with PB LTD and divisions thereof.

3. REFERENCES

Disciplinary and Grievance Process
Disciplinary Policy
Grievance Policy
Employment Act


4. KEY WORDS

Equal Opportunities, Discrimination

5. POLICY

Pitney Bowes is committed to the principle of equal opportunities in employment. The Company therefore opposes all unjustifiable discrimination on the grounds of:

- Colour, race, nationality or ethnic origin;
- Religious or political beliefs;
- Gender or marital status;
- Sexual orientation;

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- Age;
- Disability (a physical or mental impairment that has a substantial and long term adverse effect on the person's ability to carry out normal day to day activities);
- Trade union membership/non-membership and activity; or
- Unrelated criminal convictions.

(Note: Unjustifiable discrimination on any of these grounds will be referred to in this policy as unfair discrimination.)

The Company will take all reasonable steps to ensure that individuals are treated equally and fairly and that employment decisions are based upon objective and job related criteria.

The Company will also take all reasonable steps to provide a work environment that is free from intimidation, hostility, humiliation and other forms of harassment.

This will enable the Company to attract, develop and retain good quality employees and to make the best possible use of their knowledge, skills and abilities.

Implementation of Policy

The Company will seek to implement this policy by:


- Developing effective employment policies, procedures and standards that promote equal and fair treatment;
- Providing training and guidance for managers and supervisors in making fair employment decisions and treatment of workers;
- Educating employees and other individuals associated with our business to reinforce a culture of equality and fairness and to encourage commitment to this policy;
- Monitoring to review progress towards equal opportunities; and
- Implementing effective procedures to resolve grievances relating to unfair discrimination or harassment.

Responsibilities for Implementation

The Vice President of Human Resources Europe has overall responsibility for implementing this policy.

The HR Department is responsible for monitoring the effectiveness and operation of the policy.

All managers and supervisors have a responsibility to give their full commitment and support to the practical application of this policy and to ensure that the employees reporting to them are aware of and understand this policy.

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All employees have a responsibility to:

- Co-operate with any measures introduced to help ensure equality of opportunity; and
- Report any suspected acts or practices of unfair discrimination.

Breach of Policy

Acting in breach of this policy will be treated as a disciplinary offence and will be fully investigated.

Exerting pressure on another individual to act in a discriminatory way will also be treated as a breach of this policy.

Intentional breach of this policy may constitute gross misconduct and may therefore result in dismissal.

Making a Complaint under the Policy

If an employee feels that he/she has been subject to unfair discrimination or harassment then he/she should make a formal complaint through the Company's grievance procedure.

If he/she feels uncomfortable raising the issue with his/her manager then he/she should report the complaint to a more senior manager or contact the HR Department for advice.

Employees may contact the HR Department at any time for advice relating to this Policy. All discussions will be kept confidential, if requested by the employee.

Any complaint of unfair discrimination or harassment will be handled swiftly, sensitively and confidentially.