

BRITISH SKY BROADCASTING GROUP

FAIR AND EQUAL TREATMENT AT WORK

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Policy Statement

British Sky Broadcasting fully supports the right of all people who work with us and for us, to be treated with respect and dignity.

We are committed to ensuring that no one is subjected to less favourable treatment because of their age, gender, gender reassignment, sexual orientation, race, religious beliefs, philosophical belief, marital status, working practices or disability.

British Sky Broadcasting is committed to creating and maintaining a working environment that is free from all forms of harassment, including bullying, and which treats all individuals with dignity and respect.

Guiding Principles

Every possible step will be taken to ensure that all individuals are treated equally and fairly with regard to decisions on recruitment, selection, pay, benefits, training, promotion and career management.

All employees will have equal opportunities for employment and advancement on the basis of their ability, performance and qualifications

It is against the company's policy and rules, as well as being potentially unlawful, for anyone to discriminate against or harass another employee/worker, or to be involved with another person who is discriminating or harassing or to fail to report the act.

Failure to comply with the provisions of this policy may result in disciplinary action.

Eligibility

This policy applies to all BSKyB workforce and prospective employees. (for reasons of convenience, this policy generally refers to 'employees'). However, it is important to note that the conduct expected of the company's workforce is also expected of their conduct towards contractors, job applicants, clients and customers of BSKyB.

Informal Procedure

If you consider you have been subjected to discrimination, harassment or bullying you can deal with this informally.

Initially the individual should attempt to discuss the matter with the alleged offender. This is a critical step in indicating to the alleged offender that their behaviour is causing offence.

If you feel unable or are unwilling to discuss the matter directly with the alleged offender you should approach your line manager/HR representative for help and advice.

Formal Procedure

If you feel that informal action is not appropriate or has failed to resolve the issue then you can raise a formal complaint under the Company's Grievance Policy.

The decision to instigate the formal procedure rests with the member of the workforce against whom an offence has allegedly been committed.

You should report the alleged incidents as fully as possible in writing to either your line manager or HR representative who will treat these allegations in line with the Company Grievance Policy.

The company recognises that complaints of discrimination or bullying require sensitive handling. Such complaints will be passed to designated employees within the HR team.

Impact of the Policy on Conditions of Employment

This policy does not form part of your contract of employment with BSKyB.