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**EQUAL OPPORTUNITIES & PREVENTION OF
DISCRIMINATION - ALDI's Policy**

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ALDI is an equal opportunities employer. This means that at ALDI there should be no discrimination or harassment of any employee or job applicant on the grounds of sex, race, ethnic origin, disability, age, marital status, sexual orientation, religion or belief, being pregnant or on maternity leave (the "Protected Characteristics"). It means that ALDI offers equal treatment and equal opportunities to all employees and job applicants.

Discrimination and harassment are unlawful and all employees are expected to follow this policy. ALDI will not allow sexual or racial harassment or any form of discrimination under any circumstances. Any employee who harasses or discriminates against another employee or third party such as a job applicant, contractor, agency worker, customer, supplier or visitor to our premises will be liable to summary dismissal under ALDI's disciplinary procedure.

Harassment and Sexual Harassment

ALDI is committed to providing a working environment free from harassment and ensuring that all employees are treated, and treat others, with dignity and respect.

Harassment is any unwanted physical, verbal or non-verbal conduct relating to a Protected Characteristic that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment.

This includes harassment which occurs at work and out of the workplace, such as at work-related events or social functions.

If the harasser is a third party such as a customer or other visitor, ALDI will consider what action would be appropriate to deal with the problem. Whether or not your

complaint is upheld, ALDI will consider how best to manage any ongoing working relationship between you and the person concerned.

Sexual harassment is any harassment of a sexual nature. It also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.

Sexual harassment may include, for example:

- (i) unwanted physical conduct or "horseplay", including touching, pinching, pushing and grabbing;
- (ii) unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless);
- (iii) offensive e-mails, text messages or social media content.

Victimisation

Employees who make complaints or who participate in good faith in any investigation must not suffer any form of retaliation or victimisation as a result. Anyone found to have retaliated against or victimised someone in this way will be subject to disciplinary action under ALDI's disciplinary procedure.

Customer Service

There should be no discrimination or harassment of any customer on the grounds of a Protected Characteristic. This includes, as an ALDI employee, helping to ensure that the rights of the disabled are met. This means that ALDI must not (nor must you as an ALDI employee):

- (i) refuse to provide or deliberately not provide services to any disabled member of the public;
- (ii) discriminate against the disabled in the standard of service provided; or
- (iii) discriminate against the disabled in the terms on which the service is provided.

Breach of this policy and how to raise a complaint

Breach of this policy will result in a disciplinary sanction, up to and including summary dismissal.

If you feel that you are being harassed or discriminated against at work then you may prefer to take the informal approach set out below prior to adopting the formal procedure. This is your choice. If you prefer, however, your concern may immediately be dealt with under the formal approach.

1. Informal Approach

You should advise the harasser yourself that the behaviour which concerns you is unwelcome and must be stopped. If you wish to do this in writing and feel that you need assistance doing so, you should contact the appropriate Line Manager.

2. Formal Procedure

If the informal approach fails or if the harassment or discrimination is serious, ALDI advises you to make a formal complaint against the harasser, in accordance with our Grievance Procedure. Written details of your complaint will be taken to enable an immediate investigation to take place. This may involve statements from other employees.

ALDI has access to independent support services from the Retail Trust if you would like external support in raising a complaint. Please see the details set out at the end of the Employee Handbook.



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