**VEEVE Equal opportunities statement**

It is Veeve’s policy to provide equal opportunities in employment regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or religious or philosophical belief, sex or sexual orientation. These are called the ‘protected characteristics’ and apply to all employees and to all applicants for employment.

We are committed to the promotion of equal opportunities and to ensuring that the talent and skills of all employees are maximised.

Our policy is to treat all employees with respect and dignity, and to ensure that employees are not victimised or subjected to harassment or discrimination on the grounds outlined above.

We seek to fulfil this commitment to equal opportunities through the application of policies and procedures which are consistent and equitable, and to recognise the expertise and ability of each individual.

All allegations of discrimination or harassment will be thoroughly and promptly investigated. Where allegations are substantiated, appropriate disciplinary action, up to and including dismissal, will be taken against any person responsible.

All terms and conditions of employment and related benefits shall be non-discriminatory, except in cases where, with regard to the nature and context of the work, having a particular protected characteristic is an occupational requirement, and that occupational requirement is a proportionate means of achieving a legitimate aim, the Company will apply that requirement to the job role.

The Company recognises that it has clear obligations towards all its employees, and the community at large, to ensure that people with disabilities are afforded equal opportunities to enter employment and to progress within the Company. In addition to complying with legislative requirements affecting the disabled, and the provisions of its own Equality & Diversity policy, the Company endeavours to follow procedures to provide for fair consideration and selection of disabled applicants and to satisfy their training and career development needs.

When employees become disabled in the course of their employment, steps will be taken, through retraining or redeployment if necessary, to enable them to remain in employment with the Company wherever possible.

Disabled employees will be appraised under the performance and development scheme and will be encouraged to help develop their abilities.

The policy applies to all employees with a disability, whether registered as disabled or not.

The Company will support and give assistance, in the form of medical and professional advice and counselling, to a member of staff who is infected with AIDS or who is HIV-positive. An employee with AIDS or HIV will be treated in the same way as any other person who has a long term, potentially disabling, disease. If you become HIV-positive or develop AIDS, you should contact any senior member of staff with whom you feel comfortable discussing the subject, although the Chief Executive Officer must be informed at some stage. Action will be taken, and assistance offered, only after full discussion and agreement with you.