

EQUAL OPPORTUNITIES POLICY

The Company is fully committed to the principle of equal opportunity for all. The Objective of this policy is to ensure that individuals are selected, trained, developed, promoted and in every way treated solely on the basis of their relevant aptitudes, skills and abilities.

Accordingly, no job applicant or employee shall give or receive less favourable treatment on the grounds of race, colour, nationality, ethnic origin, disability, trade union membership or non-membership, sex, sexual preference, marital status or age. Management has the primary responsibility for the pro-active implementation of this policy by:

- Not discriminating in the course of employment against fellow employees, job applicants, customers, suppliers or members of the public with whom they come into contact during the course of their duties.
- Not inducing or attempting to induce others to practice discrimination.
- Bringing to the attention of employees that they will be subject to disciplinary action for failure to adhere to the policy.
- Ensuring that the circumstances of any apparent breach of this policy is thoroughly and promptly investigated and, where necessary, initiating disciplinary as well as other preventative action against employees who have been in breach of it.

Individual employees also have the responsibility to ensure that they assist the company in implementing this policy by:

- Not discriminating in the course of employment against fellow employees, customers, suppliers or members of the public with whom they come into contact during the course of their work.
- Not inducing or attempting to induce others to practice discrimination.
- Reporting any breach of this policy either to their line manager or, if they prefer, direct to the Company Secretary.

The successful operation of this policy necessitates a contribution from each employee and all employees have a clear obligation to report any act of bullying or discrimination known to them.

Employees who consider that they are a victim of bullying or discrimination may report the matter to the Company Secretary or raise the issue through the Grievance Procedure.