

Equal Opportunities Policy

(as detailed in our Handbook of Employment: version 5 July 2009)

- 1.1 The Company is committed to ensuring the consistent profitable growth of the company and see an effective equal opportunities policy as part of that commitment. We must recruit, train and develop the people most suited to our business, basing our judgements on the aptitudes and abilities of the individual and on the requirement of the job concerned.
- 1.2 It is the Company's policy not to unlawfully discriminate against employees and job applicants on the basis of their sex, actual or perceived sexual orientation, gender re-assignment, marital status, race, colour, nationality, ethnic or national origin, religion or belief (religion or belief including any religious or similar philosophical belief) age, disability or trade union membership status. Furthermore, the Company will ensure that no requirements or conditions will be imposed without justification, which could disadvantage individuals purely on any of the above grounds.
- 1.3 The policy applies to recruitment and selection, and terms and conditions of employment including pay, promotion, training, transfer and every other aspect of employment.

In order to fulfil the aims of our Equal Opportunities Policy, we will:

- (a) Review regularly our selection processes and procedures to ensure that all applicants are treated fairly during recruitment processes and in accordance with applicable legislation and codes of practice;
 - (b) Ensure that opportunities for training and career development are made equally available to all suitably qualified employees, basing decisions only on the aptitudes and abilities of the individual and on the requirements of the job;
 - (c) Ensure that all employees are able to work within an environment free of any kind of harassment, intimidation or victimisation;
 - (d) Ensure that all employees are aware of the Group Equal Opportunities Policy and provide any necessary training so that they are able to meet their responsibilities under it;
 - (e) Ensure that any employees invoking this procedure or participating in any Company investigation raised by another individual in respect of this procedure, are, as far as possible, able to do so without fear of reprisal or victimisation;
 - (f) The Company will regularly review its procedures and selection criteria to ensure that individuals are selected, promoted and otherwise treated according to their relevant individual abilities and merits.
- 1.4 All employees are expected to co-operate in making this policy effective, and ensuring that they treat others in a manner free from unlawful discrimination, harassment and victimisation. If you feel that you (or any other employees) have not been treated in accordance with this equal opportunities policy, you should report the incident to your manager or to the HR department. Breaches of this policy, including incidents of discrimination or harassment, will be taken seriously, and may result in the initiation of disciplinary proceedings, the sanctions for which include dismissal

with or without notice. Further information on harassment is set out at section G, section 4 of this handbook.

- 1.5 A copy of this policy can be obtained from the HR department.

