

EQUAL OPPORTUNITY POLICY

We are committed to the principle of equal opportunity in employment.

Accordingly, our employment policies for recruitment, selection, training, development and promotion are designed to ensure that no job application or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, religion, political beliefs, trade union membership or non-membership, sex or marital status. The objective of this policy is to ensure that individuals are selected, promoted and otherwise treated solely on the basis of their relevant aptitudes, skills and abilities.

Management has the primary responsibility for the successful implementation of the policy by:

- Not discriminating in the course of employment against fellow employees or job applicants.
- Not inducing or attempting to induce others to practice unlawful discrimination.
- Bringing to the attention of employees that they will be subject to disciplinary action for failure to adhere to the policy.

Individual employees have the responsibility to ensure that they assist the Company in achieving these objectives 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 duties
- Not inducing or attempting to induce others to practice unlawful discrimination
- Reporting any discriminatory action to **Mr. Paul Stephenson**.

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

Employees who consider that they are, a victim of unlawful discrimination may raise the issue through the Grievance Procedures having first reported the matter to **Jane Rummary**.