

The Company is committed to building an organization that makes full use of the talents, skills, experience, and different cultural perspectives available in a multi-ethnic and diverse society, and where people feel they are respected and valued, and can achieve their potential regardless of race, color, nationality, national or ethnic origins, sexual orientation, gender, disability or age.

The Company will follow the recommendations of the Statutory Codes of Practice of both the Commission for Racial Equality and the Equal Opportunities Commission, and the Disability Rights Commission's Code of Practice in Employment and Occupation, in all their employment policies, procedures and practices.

The aims of this policy are to ensure that:

- No-one receives less favorable treatment, on grounds of race, color, nationality, ethnic or national origins, gender, sexual orientation, religion or belief, disability or age; or is disadvantaged by any conditions, requirements, provisions, criteria, procedures or practices that cannot be justified on any other grounds, or victimized for taking action against any form of discrimination or harassment, or instructed or put under pressure to discriminate against, or harass, someone on the above grounds.
- The organization is free of unwanted conduct that violates the dignity of workers or creates an intimidating, hostile, degrading, offensive, or humiliating environment.
- Opportunities for employment, training and promotion are equally open to male and female candidates, candidates from all racial groups, candidates with or without disabilities, and candidates of any age, and of any sexual orientation, religion or belief.
- Selection for employment, promotion, transfer, training, and access to benefits, facilities and services will be fair and equitable, and based solely on merit.

This policy applies to all aspects of employment, from recruitment to dismissal and former workers' rights.

We will take the following steps to put the policy into practice and make sure that it is achieving its aims:

1. The policy will be a priority within the organization.
2. The Director will be responsible for the day-to-day operation of the policy.
3. All workers will be advised on the policy, and their rights and responsibilities under the policy, and on how the policy will affect the way they carry out their duties. No-one will be in any doubt about what constitutes acceptable and unacceptable conduct in the organization.
4. Complaints about discrimination or harassment in the course of employment will be regarded seriously, and may result in disciplinary sanctions, and even dismissal. The complaints procedure will be published in a form that is easily accessible.
5. All workers will be encouraged to develop their skills and qualifications, and to take advantage of promotion and development opportunities irrespective of race, colour, nationality, ethnic or national origins, gender, sexual orientation, disability or age, religion or belief.
6. Selection criteria will be entirely related to the job or training opportunity.
7. We will make reasonable changes to overcome physical and non-physical barriers that make it difficult for disabled employees to carry out their work.
8. We will take a flexible approach to working arrangements. We will consider requests for changes carefully and objectively and will accommodate them unless it would cause significant difficulties to the business or the employee.
9. Information on the ethnic and racial background, gender, disability, and age of each worker and applicant for employment, will be held in strictest confidence and will only be used to promote equality of opportunity. Information about the religion/belief and sexual orientation of employees may also be monitored.
10. The effectiveness of the policy will be monitored regularly.
11. Customers and clients will be made aware of the policy, and of their right to fair and equal treatment, irrespective of race, colour, nationality, national or ethnic origins, sexual orientation, gender, religion/belief, disability or age.

Erich Wiesner CEO