

## EQUAL OPPORTUNITIES POLICY

This Company is wholeheartedly committed to the principle of equal opportunities in employment. Equal opportunity is about good employment practices and the efficient use of our most valuable asset, our employees.

The primary responsibility for the implementation of this policy rests with senior management and supervisory staff. Individual employees also have a personal responsibility for the implementation of the policy and are expected to treat their colleagues with respect and fairness and not to discriminate in any way.

The policy applies to the advertisement of jobs, recruitment and appointment of applicants, training, terms and conditions of work, disciplinary and dismissal actions and to every other aspect of employment. The policy also applies equally to persons providing a service to the Company and of our customers.

The suitability of persons to operate in the above mentioned capacities will be judged on their individual merit and proven or perceived ability to meet the Company's needs in that capacity.

The Company's policy is that there should be no discrimination against employees on the grounds of sex, marital status, colour, race, ethnic origins, disability or other grounds of discrimination not prohibited by legislation such as sexual orientation, age, etc.

Discrimination, either direct or indirect on the grounds of sex or race is unlawful and any employee who commits such discrimination will be liable to disciplinary action, which could include dismissal.

Disciplinary action may also be taken including dismissal where there is evidence of abuse or harassment, which is associated with race, sex or disability.

Any individual who feels that he or she has been discriminated against has the right to raise the matter through the Company's Grievance Procedure or Dignity at Work Policy. Confidentiality, where required, will be a key principle in dealing with complaints.

The Company will inform its employees of the Equal Opportunities Policy and provide guidance and instruction for its management and supervisory staff in the practical operation of this policy.

Signed: ..... *Brian S. Cooke* .....

Date: 17/02/2003

(Company Chairman)