

The following statement forms an addition to the Company Health, Safety and Welfare policy and complies with the commission for racial equality's code of practice for employment.

This company is an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the ground of race, colour, nationality, ethnic or national origins, sex, marital status, or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. Selection criteria and procedures will be reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees will be given equal opportunity and, where appropriate, special training to progress within the organisation. The company is committed to a programme of action to make this policy fully effective.

The satisfactory operation of our equal opportunity policy is the responsibility of every employee within the company but principally the MD to whom all queries should be directed.

Any vacancy will be filled, if possible by promotion within the company taking into account experiences, reliability, length of service and general suitability for a position of responsibility and trust. Vacancies not filled by promotion within the company shall be made known to all employees. All applications for vacancies shall receive a copy of our equal opportunities policy on request.

Any employee who feels that he/she has any grievance for whatever reason, but especially racial discrimination or harassment of any kind, should make known his/her grievance to his/her supervisor and if not satisfied with the action taken as a result of his/her complaint, shall endeavour to rectify the situation at the earliest opportunity.

Any employee wishing to belong to any recognised trade union is free to do so provided that she/he agrees to comply with all the conditions of employment with the company and that the trade union does nothing that would conflict with the wishes of the majority of the employees.

Job applicants will be informed of company policy on race relations. Job applicants will be informed that the company is an equal opportunity employer and shall receive a copy of this statement on request. All display advertisements shall include the following. **“THIS COMPANY IS AN EQUAL OPPORTUNITY EMPLOYER”**

Signed

Managing Director

Date 11th Sept 2006.

Author	Revision Description	Date effective	Sept 2006
Sean Nuttall	First Live Issue	Page 1 of 1	