

PERSONNEL POLICY & PROCEDURES
EQUAL OPPORTUNITIES POLICY STATEMENT
Policy No. 1.1 Ref 01/05

It is the policy of the Company that, in its employment practices and procedures:

1. No job applicant or employee will receive less favourable treatment than another.
2. No job applicant or employee will be placed at a disadvantage by requirements or conditions which have disproportionately adverse effects on him or her which cannot be shown to be necessary to the satisfactory conduct of the job.
3. All reasonable adjustments to practices and premises will be made to accommodate disabilities.
4. Entry into the Company, and progression within it, will be determined on the basis of ability and performance after appropriate and reasonable adjustments have been evaluated.
5. The policy will be monitored, its effectiveness reviewed and, where necessary, remedial action taken.
6. The overall responsibility for ensuring successful implementation of this policy will reside with the Managing Director.
7. All employees are expected to comply with this policy and refrain from any actions by word or deed which are detrimental to both the letter and spirit of the policy. Any deliberate failures to observe these requirements will invoke investigation and, if appropriate, disciplinary action.
8. Any complaints or grievances arising from perceived failures of adherence to this policy should initially be registered as in clause 6. above.

Advice

For further advice on any Personnel Policy, please contact your Head of Department, Executive Director or Personnel and Safety Manager.