

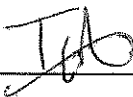
MASTER

OPTILAN EQUAL OPPORTUNITIES POLICY

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0.1 ISSUE CONTROL OF DOCUMENT

Issue	Document Status	Reason for Change	Date
01	First Issue	Equal opportunities policy stated in Employee Handbook not deemed adequate	12/12/05

Document1

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1 INTRODUCTION

The purpose of this policy is to provide equality and fairness for all in our employment and not to discriminate on the grounds of gender (including sex, marital status and gender re-assignment), race (including ethnic origin, colour, nationality and national origin), disability, sexual orientation, religion or beliefs and age.

As a matter of good employment relations practice, it is important for the company to adopt, actively implement and monitor a policy on equality of opportunity in employment. The required principals are embodied in law and therefore this policy embodies the principles contained in the following legislation:

- Equal Pay Act 1970
- Sex Discrimination Act 1975
- Race Relations Act 1976
- Disability Discrimination Act 1995

Optilan will also monitor and embrace any new legislation that arises

2 COMPANY'S COMMITMENT

- All employees whether part-time, full-time or temporary, will be treated fairly and with respect.
- No one is to receive less favourable treatment or is to be disadvantaged by requirements or conditions, which cannot be shown to be justifiable.
- The company's aim is to create an environment in which individual differences and the contributions of all our staff can be recognised and valued.
- The company is committed to eliminating discrimination and encouraging diversity amongst our employees. Our aim is that our employees will be truly representative of all sections of society.
- All employees are entitled to a working environment that promotes dignity and respect to them all. No form of intimidation, bullying or harassment will be tolerated.
- Selection for employment, promotion training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.
- The company will ensure that staff, line managers and other employees who are involved in the recruitment process are made aware of this policy and the responsibilities they have to administer the policy as fully and effectively as possible.
- All employment practices and procedures will be reviewed on a regular basis to ensure fairness and equality and to meet and comply with legislative requirements.

- This policy will be made freely available to all employees; it is referenced in the Employee Handbook and will be inducted to all new starters as part of the induction process to ensure they are aware of their responsibilities.
- This policy is fully supported by senior management and the company are committed to monitoring and reviewing the policy annually.

3 RESPONSIBILITIES

The company believes that it is the responsibility of all employees to uphold strong working practices and they have a contractual duty to comply with this policy.

Every employee has a responsibility to:

- Ensure all employees and people associated with the Company are treated in a non-discriminatory way.
- Challenge any behaviour that could be interpreted as unfair discrimination
- Encourage employees to maximise their contribution to the business
- Understand what is expected of them in terms of performance, the standards they should seek to achieve, behaviour and conduct towards others

Managers and supervisors have an additional responsibility to:

- Ensure systems and procedures used do not discriminate
- Set a positive example in everything they do
- Listen to and respect others, do not dismiss their problems as “trivial” or not related to work
- Discourage discriminatory speculations and rumours
- Observe employees and stop inappropriate behaviour immediately

4 DEALING WITH COMPLAINTS

The company would encourage any employee who finds him or herself the victim of discrimination to have the confidence to bring the matter to the attention of their line manager or personnel. Alternatively, they may raise the matter through the formal grievance procedure.

The company will not tolerate acts which breach this policy and all instances of such behaviour or alleged behaviour will be taken seriously and will be fully investigated quickly and sensitively.

If it is found that this policy has been breached it will be regarded as misconduct which could lead to the company's disciplinary procedure being invoked.