

Equal Opportunities and Diversity Policy

1. Background

All our employees have a right to expect equal opportunities within their working environment. Further, the manner in which we treat our employees has an impact on how our services are perceived and experienced. The provision of equal opportunities in the workplace is not only good management practice, it also makes sound business sense. Our equal opportunities policy will help all those who work for us to develop their full potential and the talents of our workforce will be utilised fully to maximise the effectiveness of the organisation.

A Company that provides equality of opportunity and values the diversity of its employees will attract people from the widest range of backgrounds. We will aim to build an inclusive workforce, which at all levels reflects the communities we serve, where all staff are treated fairly and with respect. We are therefore committed to taking into account the diversity of the population we serve and the staff we employ, promoting equality of opportunity for everyone.

2. Statement of policy

The aim of this policy is to communicate the commitment of the Directors and Management team to the promotion of equality of opportunity within the company.

It is our policy to provide employment equality to all, irrespective of sex* (*within this policy 'sex' also covers sexual orientation and gender alignment) marital status, colour, religion, political belief, race, nationality, ethnic origin, disability or age.

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

We are committed to:

- Promoting equality of opportunity for all persons
- Promoting a good and harmonious working environment in which all persons are treated with respect
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
- Fulfilling all legal obligations under equality legislation and associated codes of practice
- Complying with our equal opportunities policy and associated policies
- Regarding all breaches of the equal opportunities policies as misconduct which could lead to disciplinary proceedings

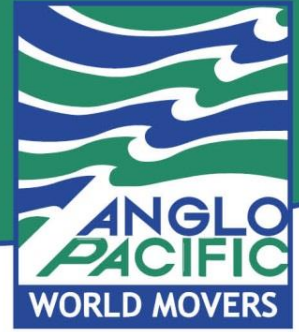
3. Implementation

Each director and manager has responsibilities for the effective implementation of this policy. They will be responsible for implementing the policy as part of day-to-day management and addressing equality and diversity issues that may arise.

We also expect all our employees to abide by the policy and help create the equality environment which is its objective.

In order to implement this policy we shall:

- Communicate the policy to employees, job applicants, contract and agency workers and any other relevant parties
- Incorporate specific and appropriate duties in implementing the policy into job descriptions and work objectives of all staff
- Provide equality training and guidance as appropriate, including training on induction and management courses
- Ensure those involved in assessing candidates for recruitment or promotion are trained in non-discriminatory selection techniques
- Incorporate equal opportunities notices into general communications practices (e.g. staff intranet and newsletters)
- Obtain commitments from subcontractors, agencies, and other relevant parties, that they will comply with the policy in their dealings with our organisation



4. Complaints

Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through our grievance procedure, a copy of which is available on the intranet or from Human Resources. All complaints of discrimination will be dealt with seriously, promptly and confidentially. Every effort will be made to ensure that any employee who makes a complaint will not be victimised. Any complaint of victimisation will be dealt with seriously and may result in disciplinary action including dismissal.

5. Review

We will conduct appropriate regular reviews of existing practices and procedures in order to maintain the effectiveness of this policy and carry out whatever modifications are judged necessary.

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