

## Policy Booklet

### Equal Opportunities

Bauer Technologies is committed to a policy of treating all its employees, associates & clients equally. No one shall receive less favourable treatment or consideration on the grounds of age, disability, race, colour, religion, nationality, ethnic origin, sexual orientation, sex or marital status, or will be disadvantaged by any conditions of employment or requirements of the Company that cannot be justified for operational reasons.

In ensuring that our policy is effectively implemented, please note carefully the following:

- There must be no discrimination on account of age, disability, race, colour, religion, nationality, ethnic origin, sexual orientation, sex or marital status.
- Bauer Technologies will appoint, train, develop and promote on the basis of merit and ability.
- All employees and associates have personal responsibility for the practical application of Bauer Technologies equal opportunity policy, which extends to the treatment of other employees, associates and customers.
- Special responsibility for the practical application of Bauer Technologies equal opportunity policy falls upon those of us involved in the recruitment, selection, management, promotion and training of employees.
- Bauer Technologies normal grievance procedure is available to any employee who believes that he or she may have been unfairly discriminated against. If a complaint of unfair discrimination is against your own immediate supervisor/manager, then please report the matter confidentially to the Managing Director who will make arrangements for the complaint to be dealt with.

Disciplinary action will be taken against any employee who is found to have committed an act of unlawful or otherwise improper or inappropriate discrimination. Discriminatory conduct and sexual, racial or disability harassment will be treated as instances of very serious misconduct and will be dealt with accordingly.

Bauer Technologies will always seek to operate its equal opportunity policy in line with guidance and codes of practice issued by the Equality and Human Rights Commission and/or relevant Government Departments. In case of any doubt or concern about the application of our policy in any particular circumstances or if you would like to have further guidance about equal opportunity law and best practice in general, please consult the Managing Director.



Michael Jones  
Managing Director  
January 2012

