

Bauder Limited ('The Company') has a policy of equal and fair treatment.

The Company is committed to achieving the fullest utilisation of all its resources and expects employees to contribute to the well-being of the Company to the best of their ability. Consistent with this, the Company has an established policy of equal opportunities regardless of sex, race, colour, nationality, ethnic origin, religion/belief, age, disability, marital status, part-time or fixed-term status, parental or carer responsibilities or sexual orientation. This policy has been established to ensure the Company is working to achieve a situation where no employee, employment candidate, client or contractor unjustifiably receives less favourable treatment, discrimination, harassment or victimisation on any of the aforementioned grounds. Recruitment, learning and development opportunities and other employment decisions will be made on the basis of fair and objective criteria.

- All employees will be made aware of the provisions of this policy and are required to comply with the policy.
- The principle of Equal Opportunities applies in respect of customer base, recruitment, payment practices, learning and development opportunities, other terms and conditions of employment and the application of all Company employment policies and procedures.
- Responsibility within the business for promoting Equal Opportunities rests with the department Managers who will deploy the policy in the manner that is most appropriate in terms of their department and resource available. Managers have a particular responsibility to ensure, within their own departments, that this policy is applied. Ultimately, responsibility for its effectiveness rests with employees of the Company who are required by law and by this policy, not to discriminate or harass, either directly or indirectly, any member of the Company's staff, contractors, clients or suppliers on any grounds.
- Any act of discrimination or harassment by an employee is viewed very seriously by the Company and will result in disciplinary action up to and including summary dismissal. Serious breaches of this policy will be treated as gross misconduct.
- The Company will take all reasonable measures to ensure that employees, contractors, suppliers and customers are not subjected to harassment or discrimination on any grounds. To this end the Company has an Anti Harassment Policy.
- All selection interviews and short listing will be conducted on an objective basis and will deal only with the individual's suitability for the role, taking into account their competencies, skills and experience. Selection for training and promotion opportunities is related only to the individual's suitability to fulfil the work requirements envisaged.
- The requirements of job applicants and existing members of staff who have a disability will be reviewed to ensure that wherever possible, reasonable adjustments are made to enable them to carry out their duties and tasks and perform to the best of their ability while employed by the Company and during the recruitment process. Opportunities for promotion, access to benefits and facilities of employment will not be unreasonably limited and all reasonable adjustments will be made. All reasonable measures will be taken to ensure that staff with disabilities are given the opportunity to participate fully in the workplace, in training and career development opportunities.
- In accordance with recommended practice, the Company monitors the ethnic, gender and disability composition of its staff on an anonymous basis.
- If an employee has any complaints relating to equal opportunities he/she may prefer to raise the matter informally, either directly with the individual concerned, with their line manager or with the Human Resources Department.

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- Alternatively, if the complaint has not been resolved informally, their complaint should be reported in writing, ideally, to the line manager or the Human Resources Department who will investigate the matter in accordance with the Company's Grievance Procedure.
- The Company's employment policies and procedures are kept under review by the HR Manager to ensure that they are consistent with Equal Opportunities legislation.

This Policy document is continually being monitored and developed and will be formally reviewed annually. However, this Policy may be amended as required by changes in legislation or work practices.

Signed for and on behalf of Bauder Ltd



Andrew Mackenzie
Managing Director

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