

DIVERSITY AND EQUAL OPPORTUNITIES POLICY

LAST UPDATED MAY 23RD 2011

Any employee that goes against our Diversity and Equal Opportunities Policy faces disciplinary action laid out in the Employee Handbook.

Panoetic Limited are committed to an active Diversity and Equal Opportunities Policy. We promote a working environment free from discrimination, harassment and victimisation, and work hard to ensure everyone is offered equality of opportunity to achieve their full potential. All decisions we make in relation to employment practices are objective, free from bias and based solely upon work criteria and individual merit.

We aim at all times to be responsive to the needs of our employees and customers and we also take pride in the role we play in the community at large. Because of this we value diversity very highly and will always aim to recognise and make full use of the wealth of talent available in the area.

EQUALITY OF OPPORTUNITY FOR EVERYONE

It is our policy to promote a working environment free from discrimination, harassment and victimization on the basis of: sex equality, sexual orientation, marital or civil partnership status, gender reassignment, race, colour, nationality, ethnic or national origin, hours of work, religious or political beliefs, disability, age.

We endeavour to ensure that our workers are not disadvantaged in any aspect of our employment policies or working practices unless justified as necessary for operational reasons. In addition, we ensure that all decisions relating to employment and recruitment practices are objective, free from bias, and based on qualifications and relevant experience. In every set of circumstances we aim to find a solution which takes account of an individual's personal circumstances and the needs of the business. We regularly monitor the number of job applicants from different ethnic and other under-represented groups.

PANOETIC EQUAL OPPORTUNITIES ADVISOR

All staff members are welcome to talk in confidence about any issues or areas that need clarification with **Peter McClory**, your Panoetic Equal Opportunities advisor, also available out of office on **07595 894 218**.