

SOLAR WINDOWS LTD

EQUAL OPPORTUNITIES POLICY

Solar Windows Ltd aims to be an equal opportunities employer and has a policy for this purpose. The objectives of the Equal Opportunities Policy are to:

- Ensure fair treatment of all existing and potential employees.
- Ensure that the Company has access to the widest labour market.
- Ensure that no applicant or employee receives less favourable treatment and that, wherever possible, they are given the help they need to attain their full potential to the benefit of the Company and themselves.
- Achieve an ability based workforce which is in line with the working population mix in similar manufacturing sectors.
- Ensure all customers receive consistently high standard of service and performance.
- Provide facilities and access to training and development for all employees regardless of religion, gender, age, race, disability or sexual orientation.

The co-operation of all employees is essential for the success of this policy. However, ultimate responsibility for achieving the policy's objectives and for ensuring compliance with the relevant Acts of Parliament as well as the various Codes of Practice lies with the Director. Behaviour or actions against the spirit and letter of the law on which this policy is based, discrimination, abuse or harassment of any kind will not be tolerated by the Company and will be considered a serious disciplinary matter and may, in some cases, lead to dismissal.

This policy covers all aspects of employment from vacancy advertising, selection, recruitment, induction, training, appraisal, disciplinary and grievance to conditions of service and membership or non-membership of a trade union.

To ensure this policy is operating effectively (and for no other purpose) the Company will review employees' and applicants' race, gender, disability, religion and age.

Ongoing monitoring and regular reviews of such provide the basis for appropriate action to eliminate unlawful direct and indirect discrimination and promote equality of opportunity and best practice within the Company.

The Company's long term aim is that the composition of our workforce should reflect that of the community when recruiting for vacancies and promotion opportunities special-step, as permitted by the relevant Acts of Parliament will be taken to help disadvantaged and/or under-represented groups to compete for such on a genuine basis of quality.

The Director and managers are responsible for the effective operation of the company's Equal Opportunities Policy.

Signed:



Managing Director
Overall responsibility for the policy