

of this Handbook apply.

2.4 EQUAL OPPORTUNITIES POLICY

Introduction

ACS is an equal opportunities employer and is committed to the promotion of equality of opportunity in all aspects of employment, including recruitment, the provision of training and career development opportunities to:

- make full use of the talents of our employees;
- provide the same level of opportunity for everyone;
- improve our management practice;
- strengthen our reputation as a good employer;
- attract and retain new employees;
- show our clients that we are a fair business organisation;
- ensure that our employment and business practices do not infringe the law;
- demonstrate our commitment to be an equal opportunities employer; and
- ensure access to training

The Company values diversity and it is in everyone's interests for the environment in which we work to be harmonious and respectful. We aim to provide a creative working environment where everyone has an equal opportunity for success. We will treat all employees fairly and with dignity and we will provide a working environment free from discrimination, harassment or victimisation.

Each employee has a moral and legal duty not to discriminate against other employees, job applicants, suppliers, customers or any other business contacts. In addition, any employee's conduct outside of work that could have a bearing on their employment or could bring the Company's name or reputation into disrepute will be dealt with under the Company's disciplinary procedure.

All employees, trainees and applicants for employment with ACS will be given equal opportunity regardless of their sex, marital status, sexual orientation, colour, race, ethnic or national origins, religion, age, disability or any other condition which cannot be shown to be relevant to performance.

Employer's Responsibilities

ACS will fulfil its commitment to equal opportunity by:

- Recognising its legal obligation under the different discrimination Acts and also other associated legislation and appropriate case law.
- The periodic review of its selection criteria and procedures to maintain a system where individuals are selected, promoted and treated on the basis of their relevant aptitudes, skills and abilities.
- Ensuring that all future policies and procedures regarding employment issues are developed in strict accordance with this policy.
- Distributing and publicising this policy statement throughout ACS.
- Providing facilities for any employee who believes that he/she has been unfairly treated to raise the matter through ACS's grievance procedure.

- *Regarding any deliberate discriminatory action, including harassment, by any employee as a serious disciplinary offence.*

Employee's Responsibilities

It is the duty of all employees to accept their personal responsibility in the practical application of this policy but ACS recognises that specific responsibility falls primarily upon management in respect of supervision and in particular on individuals professionally involved in recruitment and training.

Any form of discrimination, whether direct or indirect, bullying, harassment, victimisation or incitement of racial hatred, is not only unlawful but also counterproductive to a good working environment. If an employee is aware of any other member of staff not adhering to the letter or spirit of this policy they should report it immediately to his/her immediate superior or an appropriate member of the management team. Deliberate failure to do so may be regarded as a disciplinary offence.

We will not accept or tolerate acts which breach the Company's equal opportunities policy and all instances of such behaviour, or alleged behaviour, will be taken seriously, be fully investigated and may be subject to the company's disciplinary procedures. Acts of deliberate or very serious harassment, bullying or discrimination will result in the summary dismissal of the person concerned.

Should any employee feel that they have not been fairly treated or are subject to harassment, bullying or discrimination, they should raise their concerns either with their immediate manager, other appropriate manager or should raise a grievance in line with the grievance procedure. Any such concerns will be treated with confidentiality and investigated as quickly as possible. No employee should ever feel that they cannot raise concerns of this nature.

The Managing Director has overall responsibility for reviewing the operation and effectiveness of this policy on a regular basis.