

ACT MAINTENANCE SOLUTIONS LIMITED

Equal Opportunities Policy

ACT Maintenance Solutions Ltd is an equal opportunity's employer.

The aim of our policy is to ensure that no applicant or employee receives favorable treatment on the grounds of colour, race, nationality, ethnic origin, or physical (or mental) ability.

No applicant or employee will receive favorable treatment based purely on their gender.

The company will not set conditions or requirements that are not essential for applicants or employees to carry out the jobs they are employed or may be employed to do.

To ensure that such direct or indirect discrimination does not occur, recruitment and other employment decisions will be regularly monitored by our Human Resources department.

Selection criteria and procedures will be under regular review to ensure their objectivity so that individuals are selected and promoted on the basis of their relevant merits and abilities.

All employees will be given Equal Opportunities to progress within this organisation.

It is the duty of the employees to accept their personal responsibility in the implementation of the policy.

At the same time the company acknowledges that specific responsibilities fall on the directors; the management; supervisors and individuals professionally involved in recruitment and administration.

An employee who believes that he or she has been unfairly treated in the sense associated with this policy should raise the matter through the Companies' Grievance Procedure noted in the employee handbook.

This grievance procedure may lead to the company invoking disciplinary procedures when or where the senior manager is unable to make a decision, which is equitable to the complaint.