

SDL Group

Equal Opportunities Policy

1. Introduction

- 1.1 This Statement sets out the policy of SDL Group (The Company) which comprises of the companies SDL Fit Out Ltd & SDL Interior Solutions Ltd in respect of any employee, self-employed person and contractor under our control, as it relates to equal opportunities.
- 1.2 Provided that persons referred to in 1.1 above adhere to the provisions contained within this policy, they will normally be considered to have demonstrated compliance with their conditions of employment or contract insofar as they refer to equal opportunities.
- 1.3 All persons referred to in 1.1 above are to be made aware of the contents of this Policy and become familiar with the conditions laid down therein.
- 1.4 A copy of this policy statement will be held in the reception area of our offices and be made freely available for inspection by any person having reason to examine it.

2. Policy

- 2.1 The Company wholeheartedly supports the principle of equal opportunities and opposes all forms of unlawful or unfair discrimination on the grounds of:-
 - colour,
 - race,
 - nationality,
 - ethnic or national origin,
 - sex & sexual orientation (including gender reassignment),
 - being married or in a civil partnership,
 - disability,
 - age,
 - pregnancy and/or maternity,
 - religion.
- 2.2 We believe that it is in the Company's best interests, and those of all who work in it, to ensure that the human resources, talents and skills available throughout the community are considered when employment opportunities arise. To this end, and within the framework of the law, we are committed wherever practicable to achieving and maintaining a workforce which broadly reflects the local community in which we operate.
- 2.3 Every possible step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion and career management are based solely on objective and job related criteria.
- 2.4 In addition to our responsibilities as employers, the Company policy stated herein will also apply to all other aspects of our operations, particularly with regard to our treatment of, and level of services offered to, clients and customers, whether they be individuals, groups or corporate bodies. Anyone having dealings with SDL Group will thus be able to rely on consistent and equal treatment.

3. Statutory Provisions

3.1 In implementing this policy the company will consider the requirements of the current edition of the following legislation :-

- * Gender Recognition Act
- * Employment Equality (Sexual Orientation) Regulations
- * Employment Equality (Sexual Orientation)(Religion or Belief)(Amendment) Regulations
- * Employment Equality (Age) Regulations
- * Part Time Workers (Prevention of Less Favourable Treatment) Regulations
- * Fixed-Term Workers (Prevention of Less Favourable Treatment) Regulations
- * Work and Families Act
- * Employment Act
- * Equality Act
- * Employment Relations Act
- * Human Rights Act
- * Civil Partnership Act

4. Implementing the Policy

In order to put this policy of equal opportunities into practice in the day-to-day operation of the Company, we will as appropriate:-

- 4.1 Set explicit, measurable and achievable objectives and targets.
- 4.2 Provide training and guidance for key decision makers such as managers and supervisory staff and those involved in personnel and management practices.
- 4.3 Monitor the existing workforce in respect of the application and effects of the policy.
- 4.4 Examine and review existing procedures for recruitment, selection, promotion and training.
- 4.5 Develop mechanisms for resolving grievances about unfair discrimination and harassment.
- 4.6 Identify any scope for using lawful positive action training and encouragement and then put the necessary arrangements in hand.
- 4.7 Review this policy on a regular basis.
- 4.8 Should any employee suffer any problems or difficulties in respect of equal opportunities in their employment, or should they have reason to believe that a colleague may be experiencing such difficulties, they may approach the signatory of our Health & Safety Policy, who will at all times treat any information provided in complete confidence and take such measures as are deemed necessary to ensure that the matter may be resolved with the minimum of distress to the person concerned and any others who may be affected.

The Directors will be responsible for the implementation of our Equal Opportunities Policy.