



Equal Opportunities Policy

ATB – Folio Print & Packaging Solutions Ltd. shall comply with all the recommendations and references to Equal Opportunities as contained in the Codes of Practices issued by the Equal Opportunities Commission and the Commission for Racial Equality.

1. POLICY STATEMENT

Our Equal Opportunities policy relates to the full range of employment, education, training and business opportunity within the direct and indirect control of or influence of us by ensuring that no actual or potential employees, trainees, contractors or sub-contractors shall receive less favourable treatment or be discriminated against (whether directly or indirectly) on grounds of gender, marital status, disability, orientation, unrelated previous convictions or are disadvantaged by conditions or requirements which cannot be shown to be justifiable.

2.0 EMPLOYMENT

2.1 We shall ensure all employees have the opportunity to advance to positions of greater responsibility and authority based upon their skills and ability to perform the work required.

2.2 Opportunities for education, training, promotion, transfer or other benefits of employment shall not be refused or restricted or in any way hindered because of race, colour, religion, gender, sexual orientation, age, national origin or previous conviction not related to job performance or because the employee has a disability

2.3 We shall operate our Equal Opportunities Policy throughout our Business Plan.

2.4 Our policy is to ensure that division of labour or responsibilities are not based upon employees' gender or racial origin other than where their gender or racial origin is a genuine occupational qualification.

2.5 Our policy on sexual harassment is that "any verbal or sexual advances, sexually explicitly derogatory statements or sexually discriminatory remarks made by an employee(s) to another employee(s) which are considered offensive or makes the employee(s) feel threatened, humiliated, patronised or harassed or which interferes with the employee's job performance or undermines job security or creates a threatening or intimidating environment" will be viewed as sexual harassment and therefore considered as gross misconduct which shall lead to appropriate disciplinary action. Any employee(s) who suffers such harassment can seek redress without any undue pressure, intimidation or threat to their position within the Company.

Note: Both clauses 2.4 and 2.5 above apply to our Customers, Contractors and Sub-Contractors in the employee's relationship with them and their relationship with the employee, and any persons who considers they are or have been victims of either sexual and/or racial harassment can report such matters either to their immediate manager or a senior manager.

2.6 ATB-FPPSL 's policy on racial harassment is that "any behaviour or statement that causes emotional, physical or mental distress, or suffering which is derogatory or discriminatory in itself or its impact and which is perceived to have been made or done

purely on racial grounds against any employee(s) in their place of work" will be viewed as racial harassment and therefore considered as gross misconduct which shall lead to appropriate disciplinary action. Any employee(s) who suffers such harassment can seek redress without any undue pressure, intimidation or threat to their position within ATB-FPPSL.

2.7 The Company is committed to identifying and removing barriers to Equal Opportunities. We will take positive action through appropriate training and communication support to encourage and develop employees who are under-represented in management and other areas of employment. All selection or development decisions will be based on both the criteria stated herein and individual work related merits.

2.8 All employees will be self-accountable for the implementation and operation of our Equal Opportunities Policies and failure to comply with any of the statements contained herein may lead to disciplinary action.

2.9 We will advertise all vacancies (either internal or external or both) and such adverts shall contain our Equal Opportunities statement.

2.10 All personnel who are involved in recruitment shall;

- be responsible for the implementation of all instructions and the carrying out of all advice contained in ATB-FPPSL's recruitment policy and guidelines.
- be aware of and use the standard application forms.
- have received guidance and training on the effects of stereotyping, prejudice (conscious and subconscious) about gender, marital status, colour, race, ethnic origin, sexual orientation, disability, age and religion and how it can affect decisions.
- have been made aware of the implications of inadvertent or unconscious discriminatory statements or actions in interviewing potential employees of the opposite sex or from different background.
- shall ensure that any ex-offender applying for a position shall be considered solely on their merits and only convictions relevant to the position shall be taken into account.

2.11 All statements contained herein are applicable to all recruitment agencies acting on our behalf.

2.12 All communications whether internal or external on our behalf by any of our employees shall be in full compliance with both the spirit and the letter of this Equal Opportunities Policy.

2.13 We shall ensure that no employee(s) shall be discriminated against either directly or indirectly under this policy or existing equal opportunities statutes in the event of any selection for redundancy, rationalisation, or any job cutting exercise.

2.14 We shall through all the stages of planning and implementation of our Equal Opportunities policy and through our recruitment procedures ensure that our workforce is representative of all the peoples of our County.

2.15 We are committed to retaining employees who become disabled in post. This can be achieved through suitable changes to duties, to the working environment or appropriate retraining leading to redeployment. Throughout the process the views of the individual disabled person shall be considered.

3.0 TRAINING

3.1 It is our policy to ensure that there is no unlawful direct or indirect discrimination in the provision of training irrespective of whether such training is internal or external.

3.2 We will take Positive Action under the provisions of Sections 37 and 38 of the Race Relations Act 1976 and Sections 48-1 and 48-2 of the Sex Discrimination Act 1975 which enables the employer to provide specific training for employees who are under-represented in identified areas as a result of past discrimination.

3.3 We shall give all employees suitable training in equal opportunities and continue to give guidance as to their responsibilities in accordance with our Policy Statement.

3.4 All new employees will receive an induction course on their rights and responsibilities under this Policy Statement.

3.5 All training materials used by us or on our behalf for the training programmes of our employees shall use positive and various images of a variety of ethnic, cultural and religious backgrounds.

3.6 All employees shall receive a copy of our Equal Opportunities Policy Statement.

4.0 CONTRACTORS/SUB-CONTRACTORS

4.1 We shall use all reasonable endeavours to ensure the active promotion and achievement of equality of opportunities in the provision of all services.

4.2 All of our Contractors and sub-contractors shall comply with this Policy Statement.

4.3 We shall in accordance with our contracting procedures incorporate our Equal Opportunities Policy into all forms of Tender that shall comprise of but not be limited to Suppliers, Trainers, Consultants and all external services provided by or to us.

4.4 All of our Contractors and Sub-Contractors shall demonstrate positive steps in the implementation of their Equal Opportunities Policies in all aspects of activities that they are contracted to deliver, including recruitment, selection and review procedures and exit procedures.

4.5 All Contractors shall provide all necessary information requested by us to allow us to carry out an assessment of their development of Equal Opportunities.

4.6 All sub-contractors shall through all the stages of planning and implementation of their Equal Opportunities policy and through their recruitment procedures ensure that all trainees and their respective workforces are representatives of all the peoples of their county.

4.7 All Contractors shall ensure that all their sub-contractors comply with all the requirements of our Equal Opportunities Policy.

4.8 All Contractors and sub-contractors shall notify us in writing within seven (7) days of any allegations of discrimination that may lead to further action against the Contractors, sub-contractors or us.

4.9 We will consider that any failure to comply with the requirements written herein shall constitute a Breach of Contract and failure to remedy any such breach could result in Termination of Contract.

4.10 A copy of ATB-FPPSL's Equal opportunities Policy shall be given to all Contractors.

5.0 MONITORING

Equal Opportunities procedures and practices contained herein shall be monitored on a quarterly basis and assessed for their content on the equality of opportunity.