

**Date:** 15th January 2011

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**Approved by:** MBK

In accordance with Government legislation, NT Killingley Ltd will actively pursue its responsibilities with regards to Race Relations (1976) and Sex Discrimination (1975) in terms of recruitment, selection, training, promotion, discipline and dismissal.

We believe that no person should have to suffer discrimination on the grounds of gender, race, religion, belief, culture, disability, family status, sexual orientation or age and therefore will endeavour to ensure that this does not happen to any employee, trainee or person applying for employment. All recruitment literature is drafted to reflect this policy. Applications for vacancies within our company are monitored as to the number of replies we receive from different Ethnic Groups.

Any complaint of discrimination, abuse, victimisation or harassment will be treated seriously and investigated quickly, confidentially and sensitively. Such activities, if established against any member of staff, will be dealt with under the Disciplinary Procedure of NT Killingley Ltd.

Equal Opportunities play a prominent part in our Quality Assurance System and therefore will be regularly audited and reviewed to ensure systems are effective.

The Managing Director will be directly responsible for ensuring that this Equal Opportunities Policy is strictly adhered to.

The policy is issued to staff when they join the company and is reviewed and re-issued at least annually.

M. B. Killingley  
Managing Director

15th January 2011 (5)