



## Equal Opportunities Policy

T.I. Protective Coatings is an equal opportunities employer. The aim of this policy is to ensure no job applicant or employee receives less favourable treatment on the grounds of disability, ethnic or national origin, gender or religion.

We will ensure that the policy is circulated to any agencies responsible for our recruitment, and a copy of the policy will be made available for all employees and applicants for employment.

Breaches of this policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.

### Recruitment, Selection & Promotion

In order to attract applicants from a wider community, we will advertise all vacancies in local press and/or local job centres. All applicants who apply for jobs with us will be treated fairly and will be considered solely on their ability to do the job.

All employees will be given equality of opportunity within the company's service and will be encouraged to progress within the organisation.

All personnel involved in employment procedures will receive training in the application of this policy to ensure they are aware of its contents and provisions.

### Monitoring

To ensure direct or indirect discrimination is not occurring, the company will maintain and review the employment records of all employees in order to monitor the progress of this policy by:

1. The collection of information regarding the ethnic/national origin, gender and disability of all current employees.
2. The examination of by ethnic/national origin, gender and disability of the distribution of employees, and the success rate of applicants.

The results will be reviewed to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

The company is committed to making this policy fully effective.

**Graham Moor**  
**Managing Director**

11<sup>th</sup> May 2009