



MAC Services Ltd

Company Equal Opportunities Employment Policy

NB All of the references to the company in this statement refer to the company named above

Aims of the Company

The company is committed to an equal opportunities policy. The aim of the policy is to create the conditions in which all staff are treated equally regardless of colour, age, race, political beliefs, physical or mental disability, marital status, nationality, ethnic origin or any other reasons that cannot be justified.

Staff responsibilities for supporting the company's equal opportunities employment policy

The company requires that all members of staff actively support the aims of the company's equal opportunity policy.

Change of staff members personal circumstances during his/her employment

The company will adhere to the current legislation in respect to maternity needs or in the event of a member of staff becoming disabled during his/her employment with the company.

Recruitment policy

The company is committed to the policy that no job applicant will receive less favourable treatment on any grounds that are not relevant to the requirements of the job.

Internal promotion and regrading

The company is committed to the policy that no staff member will receive less favourable treatment for internal promotion or regrading, on any grounds that are not relevant to the requirements of the promotion or regrading.

Special needs for religious or cultural circumstances

The company will wherever possible help employees who have particular needs for leave to meet their religious or cultural obligations.

Complaints

Staff who believe they have not been treated in accordance with the equal opportunities employment legalisation should in the first instance make they complaint informally or formally to their manager.

This does not affect staff's statutory right to refer any complaint to any other appropriate external body.

Signed... [Signature](Managing Director)

Date... 04-02-2013

