



EQUAL OPPORTUNITIES POLICY

Rackline Limited is committed to a policy of equality of opportunity in its employment practices and recognises that individuals must be selected, trained, developed, promoted and treated according to their abilities and merits and to the requirements of the job.

The Company will ensure that no application for employment or promotion receives less favourable treatment on the grounds of sex, marital status, race, colour, nationality, ethnic or national origin, disability or religion.

The Company expects all its employees to be treated with respect. It is the Company's policy to provide a working environment in which all employees realise their potential free of harassment on the basis of the above mentioned grounds.

Harassment Policy

Harassment is not acceptable under any circumstances. Every effort will be made to deal with alleged harassment on an informal basis in the first instance, where appropriate, by explaining its effects on the harassed person or group. Any employee found to be responsible for inciting, perpetrating, or condoning harassment may be disciplined and can be held personally liable if the person who has been harassed undertakes legal proceedings.

Any employee, who believes they have been harassed, should first ask the harasser to stop. If the harassment continues following a request to stop, she/he has the right to complain and should contact their immediate manager or director. The matter will be dealt with in confidence.

The Company's aim will be to prevent re-occurrence of the harassment. Where the harasser persists following a request to stop, disciplinary action, up to and including dismissal will be taken. If it is necessary to separate the people concerned, every effort will be made to move the harasser and not the person who has been harassed, unless it is the stated wish of the latter to move.

The Company's management is responsible for dealing with any harassment or intimidation of which they become aware, whether or not it is brought formally to their attention.

Training and Development

We make sure that our performance management system, based on documented reviews and appraisals, covers both training specific to the job and a performance plan that is geared to the individual's needs. It helps during appraisals to follow clear criteria, so that at each stage discrimination is not possible.

Special needs

We shall do our very best to adapt the job and the workplace to meet the needs of disabled employees or those employees who have special needs.

Legislation

The Employment Act 1989

The Employment Protection (Consolidation) Act 1978

The 1970 Equal Pay Act and Equal Pay Amendment Act 1984

The Human Rights Act 1998

The Equality Act 2010