

ALL CLEAN EQUALITY AND DIVERSITY | 2010 POLICY

All Clean Ltd recognises that any form of discrimination is unacceptable in employment. Therefore it is the policy of the Company to provide equality of opportunity in all areas of recruitment, employment, training and promotion irrespective of disability and respects the diversity of its workforce. There is a commitment to the creation of a working environment, terms and conditions of service and employment practices and procedures which are free from harassment, bullying, victimisation, and discrimination. By applying this Policy, we will try to appoint, develop and retain the people we need to meet our business objectives.

Policy Principles:

- Individuals are judged on their own ability and we do not make judgements on the grounds of age, gender, marital status, colour, language, disability, political or other opinion national or social origin, religious or sexual orientation.
- All employees are encouraged to develop their potential and to use their skills and abilities to their fullest extent.
- We base our recruitment criteria on ability and review this periodically to ensure that we are not excluding disabled applicants by including unnecessary requirements.

Employee Responsibilities:

- An understanding of and willingness to comply with the Company's policy.
- Ensure that your own behaviour and language does not cause any misunderstanding or offence.
- Inform your supervisor or manager if you experience **any** form of discrimination, bullying or harassment so that you can receive impartial and confidential advice and support.
- If you have a disability for the purposes of the Disability Discrimination Act please notify the Director so that reasonable adjustments can be considered.

The Company does **not** and will **not tolerate** any discrimination and anyone found to be acting in such a way will face disciplinary action that could include dismissal. Everyone has a duty to report any such behaviour to any member of Management.

Any employee who believes that he or she has not been treated in accordance with this Policy should raise the matter first informally to a member of management; if they are not satisfied then they can take the issue formally through the Company's Grievance Procedure.

Approved by: Mark Weston, Managing Director

Signature:

Date: 15th February 2010

Review Date: 15th February 2011