



T/A: Smith Bullough, Thomas Smith Fasteners, Boka Bolt Supplies & Garton International
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EQUAL OPPORTUNITIES POLICY

The Company is committed to the principle of equal opportunity and intends that no job applicant or employee shall receive less favourable treatment because of their sex, marital status, race, colour, nationality, national origin, ethnic origin, age, sexual orientation, fixed term or disability. Similarly, no person shall be disadvantaged by any other condition or requirement that cannot be shown to be justifiable.

Employees have a personal responsibility for the practical application of the Company's Equal Opportunities Policy, which extends to the treatment of your colleagues and the Company's customers and suppliers.

Managers and Supervisors have a special responsibility for the practical application of the Company's Equal Opportunities Policy when involved in recruitment, selection, promotion, and training of employees.

For ethical and legal reasons the Company will not tolerate any unlawful discrimination or breaches of its Equal Opportunities Policy and serious disciplinary action will be taken against offenders.

If you believe that you have been unfairly discriminated against, you may refer to the Bully and Harassment procedure. Alternatively you may advise your Manager.

February 2019