

The Ruttle Group of Companies is committed to ensure that all employees receive consideration to suit their needs. All companies within the group strive to eliminate all unlawful or unfair discrimination on the grounds of sex, race, sex reassignment, disability, ethnic or national origin, nationality, sexual orientation, marital status, dependant responsibilities, religion and belief, trade union association or age.

It is the Group intention that this Policy is translated into reality by taking active steps to eliminate discrimination and harassment to reduce the effects of all discrimination and promote equality in employees.

## This will be achieved by:

- Ensure that all employees are fully aware of this Policy.
- Provide the necessary encouragement, guidance and training to all employees to implement this Policy.
- Ensure all employees know their rights under the law.
- To monitor the effectiveness of this Policy.
- Foster good employment and personnel practices in areas such as training, conditions of employment, disciplinary, harassment and grievance procedures.

Companies within the Group are charged to ensure that the Policy remains effective and is relevant to this end the Directors will keep this Policy under continuance review. The Managing Director will assume the responsibility for ensuring the Policy is kept under review.

Reviewed 6th November 2013