



EQUALITY POLICY

Arbus is fully committed to a policy of equal employment and non discrimination

HARASSMENT

Arbus aims to maintain the highest possible standards of ethical and moral behaviour in the pursuit of its objectives. We fully support the rights and opportunities of all people to seek and hold employment without discrimination. It is therefore contrary to the policies of Arbus for any employee to harass another person. Arbus applies all of its employment policies, terms and conditions of employment, and general job and promotional opportunities, without regard to sex, race, religion, marital status, colour, ethnic or national origin, sexual orientation, disability or age.

Sexual, racial or other harassment at work will not be permitted or condoned. If you are subjected to behaviour that you find offensive, you should try to resolve the problem informally at first. Where the approach is ineffectual, you should complain to your supervisor - or a director if you prefer. If the complaint is upheld, any harassment will be treated as a disciplinary matter, the consequences of which will vary according to the nature of the offence. Any attempt to victimise a complainant who has acted in good faith will also be treated as a disciplinary offence.

DISABILITY

If you have a disability or handicap that you believe interferes with the performance of your job and which could be lessened by some reasonable accommodation, or if you believe you are being discriminated against on the basis of a disability or handicap, you should immediately discuss the matter with your supervisor or a director.

PROMOTION

Arbus will ensure that individuals are selected, promoted and treated on the basis of their relevant aptitudes, skills and abilities.

Arbus management at all levels has the primary responsibility for the successful application of the policy. It is the duty of all staff to ensure that the policy is maintained in spirit and in practice

Signed :

A handwritten signature in black ink, appearing to read "K. Petters", written over a light grey rectangular background.

Name : Karl Petters

Position : Director

Signed :

A handwritten signature in black ink, appearing to read "L. Petters", written over a light grey rectangular background.

Name : Lee Petters

Position : General Manager

Date Signed : 15/02/18

Review Date : 15/02/19

