



## EQUAL OPPORTUNITY EMPLOYMENT POLICY

Ultimate Communications Systems Limited is an Equal Opportunity Employer.

The aim of our policy is to ensure no job applicant or employee receives less favourable treatment on the grounds of age, sex, handicap, marital status, creed, colour, race or ethnic origins, or is disadvantaged by conditions or requirements which cannot be shown to be justified.

The policy covers all aspects of the company's employment practices, including the advertising of vacant posts, the selection of job applicants, through training and conditions of service, and including the reasons for termination of employment.

Whenever possible vacancies will be advertised to the widest possible audience, by advertising posts both internally and externally. External advertising will encompass, local job centres, careers offices, schools, and colleges, as well as the press. All advertising will endorse the company's commitment to being an Equal Opportunity Employer.

Selection criteria and procedures will be frequently reviewed to ensure that individuals are selected, promoted and treated only on the basis of their relevant merits. Interviews will be conducted by a panel, who are aware of the requirements of the Equal Opportunities Legislation and its application.

All employees will be given an equal opportunity and encouraged to progress within the organisation, by the provision of a training program which matches the needs of the individual. Whenever possible all unjustifiable or unnecessary barriers will be removed to allow all employees to fully realise their full potential.

A regular program of reviews ensures that this policy is fully and fairly implemented and monitored

Although the company management is responsible for the implementation of the Race Relations Act 1976, Sex Discrimination Act 1975/1986, Disabled Persons Act 1944/1958, the disability discrimination act 1995 and the Racial Opportunities Code of Conduct 1983, all employees are encouraged to cooperate in the application of this policy to make it truly effective.

Disciplinary action will be taken (including dismissal in serious cases) where staff are found to act in contravention of this policy.

M LOVSTAD

MARCH 2008