

Equal Opportunities Policy Statement

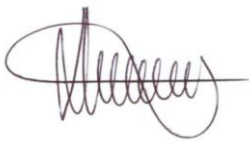
CA Drillers Ltd is an equal opportunities employer and it is our policy to treat all employees and job applicants in the same manner, irrespective of their sex, age, race, ethnic origin or disability. We recognise that :-

- Equal opportunity can only result from good employment practices.
- Our employees are our most valuable asset and must be effectively used.
- Every employee has a responsibility for the implementation of this policy.
- The Company must not discriminate on the grounds of sex, marital status, ethnic origin, colour, nationality, disability or any other grounds prohibited by legislation. This also includes areas not covered by legislation such as age.
- This policy applies to the recruitment process and appointment to jobs. It also applies to other aspects of employment such as conditions of work, pay and training.
- This policy applies equally to our dealings with customers and clients.
- Any employee may use the company grievance procedures to complain about discrimination and will not be penalised for such complaints providing they are true and made in good faith. In the case of serious harassment, then an employee may raise the matter directly with James Amos.
- Any documentation or records relating to the implementation of the opportunities policy will only be used for that purpose only.

In order to achieve this policy, the Company will:-

- Monitor the make-up of the workforce regularly and take action if the policy is not working properly. If inequalities arise, the Company will ensure that positive action is taken to remedy the situation.
- Ensure that any employee who treats another employee in a manner that is not in accordance with this policy will be subject to the Company's disciplinary procedure. Such behaviour may be classified as gross misconduct rendering an individual liable to instant dismissal.
- Review the policy periodically.

THIS POLICY WILL BE REVIEWED ON AN ANNUAL BASIS



James Amos Managing Director CA Drillers Ltd
25th June 2018

Reg. No. 3958270

