

Proco Coatings and Laminates Limited Equal Opportunities Policy

Our Commitment

Proco Coatings and Laminates Limited is committed to the idea of equal opportunities for all. Our policy is to make sure that no customer, or person Involved or associated with Proco Coatings and Laminates Limited receives less favourable treatment on the grounds of:

- . Religious belief or political opinion
- . Race (Including colour, nationality, ethnic or national origins)
- . Disability
- . Gender (including gender reassignment)
- . Marital or civil partnership status
- . Sexual orientation
- . Age

Proco Coatings and Laminates Ltd is opposed to all forms of unlawful and unfair discrimination. We believe in human rights for all those connected with this organisation and within society, no action shall be taken against them by any person connected with Proco Coatings and Laminates Limited which would devalue their contribution to society and to this organisation, or lead to loss of their own self respect or respect for them from others.

Responsibility for making sure that Proco Coatings and Laminates Limited fulfil its obligations under this policy rests with Helen Sykes Company Director.

Who Does the Policy Apply to?

All individuals within this organisation are responsible for compliance with this policy, and for the positive attitude it requires. All external persons connected with Proco Coatings and Laminates Limited are encouraged to hold the same responsibility and commitment.

What will we do?

We will make sure that all our staff and sub-contractors are aware of our equal opportunities policy, and where applicable make them aware of their responsibilities.

All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the grounds named above. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

How will I know if the policy is working?

The working of the Equal Opportunities Policy will be monitored by Helen Sykes, Director of Proco Coatings and Laminates Limited on an annual basis or sooner if required.

Dealing with complaints

It is recognised that many individuals may be unwilling to make a complaint regarding equal opportunities, for a variety of reasons including:

- . Fear that others will consider that behaviour trivial
- . Fear of retaliation and/or public humiliation
- . Fear that the complaint may not be taken seriously

Such concerns may make an individual choose to leave the organisation, or change their job, Proco Coatings and Laminates Limited regard this as unacceptable. It is important that an employee should feel able to raise concerns without fear and in the knowledge that their complaint will be taken seriously. All complaints will be properly investigated, and we will seek to resolve them as quickly as possible.

Sometimes it may be possible for an employee affected by the behaviour of another to simply ask the harasser to stop, or make it clear that this behaviour is unwelcome, if this is appropriate then the employee should do this, however this approach may not be appropriate and employees should feel able to raise concerns at any time with their line manager or Helen Sykes, Director, Proco Coatings and Laminates Limited.