



ZOTEFOAMS

Equal Opportunities Statement of Policy

The Company is committed to the principle of equal opportunity in employment and is opposed to the application of any form of less favourable treatment of employees or job applicants on the grounds of race, colour, nationality, ethnic or national origins, sex, sexual orientation, marital status, disability, age or religious beliefs.

The Company will ensure that individuals are selected, trained, promoted and treated on the basis of their relevant aptitudes, skills and abilities. All employees will be encouraged to take advantage of any relevant opportunities to improve their position at work.

In furtherance of its commitment to equal opportunities, the Company has a detailed Dignity at Work Policy and Procedure which is reviewed and updated as and when appropriate.

It is the duty of all employees to accept their personal responsibility for the practical application of equal opportunities at work, but specific responsibility falls upon management.

Any employee who feels that the Company has treated them unfairly in breach of its equal opportunities may raise the issue under the Company's grievance procedure.

Any applicant who feels that the Company has treated them unfairly in breach of its equal opportunities policy should write (explaining the grounds of their complaint) to the HR Advisor.