



Equal Opportunity Policy - 2017

Duo Creative Services Ltd

EQUAL OPPORTUNITY POLICY

The Company's aim is to ensure that all of its employees and job applicants are treated equally irrespective of disability, race, colour, religion, nationality, ethnic origin, age, sex, sexual orientation or marital status. The Company shall appoint, train, develop and promote on the basis of merit and ability.

All employees have a duty to both morally and legally, not to discriminate against individuals. This means that there shall be no discrimination on account of disability, race, colour, religion, nationality, ethnic origin, age, sex, sexual orientation or marital status. Employees have personal responsibility for the practical application of the Company's Equal Opportunities Policy which extends to the treatment of members of the public and employees.

Those who are involved in the recruitment, selection, promotion and training of employees have special responsibility for the practical application of the Company's Equal Opportunities Policy.

The Grievance Procedure is available to any employee who believes that he may have been unfairly discriminated against.

Disciplinary action under the Disciplinary Procedure shall be taken against any employee who is found to have committed an act of unlawful discrimination. Discriminatory conduct and sexual or racial harassment shall be regarded as gross misconduct.

If there is any doubt about appropriate treatment under the Company's Equal Opportunities Policy, employees should consult the Duo Creative Services Managing Director.