

INSTARMAC

Equal Opportunity Policy

We are committed to the principle of equal opportunity in employment. Accordingly, our employment policies for recruitment, selection, training, development and promotion are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, disability, religion, political beliefs, trade union membership or non-membership, sex or marital status. The objective of this policy is to ensure that individuals are selected, promoted and otherwise treated solely on the basis of their relevant aptitudes, skills and abilities.

Management has the primary responsibility for the successful implementation of this policy by:-

- Not discriminating in the course of employment against fellow employees or job applicants
- Not inducing or attempting to induce others to practise unlawful discrimination
- Bringing to the attention of employees that they will be subject to disciplinary action for failure to adhere to the policy
- By not recruiting by word of mouth (which would be unlawful) but by choosing a wide range of organisations and publications to advertise vacancies
- Training all persons responsible for recruitment, selection, promotion and transfer of staff for better equal opportunity practises
- Encouraging existing employees and potential employees from underrepresented groups to apply for jobs or occupations at all levels within the Company
- Offering training to prepare all existing employees for promotion
- Monitoring the make up of its existing workforce.

Individual employees have the responsibility to ensure that they assist the Company in achieving these objectives by:-

- Not discriminating in the course of employment against fellow employees, customers, suppliers or members of the public with whom they come into contact during the course of their duties
- Not inducing or attempting to induce others to practise unlawful discrimination, reporting any discriminatory action to J. Holcroft, managing Director.

The successful operation of this policy necessitates a contribution from each employee and all employees have an obligation to report any act of discrimination known to them.

Employees who consider that they are victim of unlawful discrimination may raise the issue through the Grievance procedure.

This policy is authorised by



JOHN HOLCROFT
MANAGING DIRECTOR
DECEMBER 2007

Behaviour Partnership

All managers and colleagues at Instarmac Group plc are committed to recognising the following behaviours:

Managers will commit to:

- Care about the health, safety and welfare of all our colleagues
- Communicate effectively
- Be open, honest and consistent
- Involve others when making decisions
- Treat others with courtesy, dignity and respect
- Give praise and recognition
- Coach colleagues to enhance their development
- Motivate the team
- Demonstrate flexibility

Every colleague has the right to:

- Be trusted
- Be listened to
- Be treated consistently
- Have the opportunity to learn
- Be part of a supportive team
- Understand how your job fits into the whole picture

Every colleague has the responsibility to:

- Behave in an honest and open manner
- Work safely and insist that others do the same
- Respect everyone and everything you work with
- Perform to your ability and seek ways to improve
- Strive to continuously improve what we do and make the company a better place to work
- Work as part of a team



JOHN HOLCROFT
MANAGING DIRECTOR
DECEMBER 2007