

HUMAN RESOURCES POLICY

The principal objectives of the Human Resources Policy are to ensure that:

- All employees are selected, and recruited into the organisation, based upon their attitude, skill, competency, and aptitude.
- Management philosophies and practices promote and encourage motivation and retention of the best employees.
- The employment relationship is based on mutual trust, fairness and equality of opportunity for all.
- The dignity of all employees is respected by their managers and fellow employees.
- No employee is subjected to discrimination or bullying of any kind.
- All employees are trained to carry out their role competently, in compliance with relevant legislation and guidance, and are supported to develop to their full potential
- Compensation and reward mechanisms are designed to motivate all employees to work towards the achievement of Corporate and Individual goals
- Communications between management, employee representatives and individuals are mutually accepted as open and honest.
- The Human Resources Department provides professional advice, guidance and practical support in employment matters to all levels of the business.

Individual Line Managers/Supervisors are responsible for ensuring that this policy is applied within their own area. The HR Department should be consulted before action is taken and can be contacted to answer any queries relating to the application or interpretation of this policy.

This policy will be reviewed on a regular basis and the Company reserves the right to change any of the provisions set out in this document from time to time, as may be required.

**Our commitment is to, at all times, act in the customers' best interest
and to continually improve our quality standards in every aspect.**

Signed: _____



**BARRIE B RICHARDS
MANAGING DIRECTOR
26 NOVEMBER 2010**