

FIELD SYSTEMS DESIGNS LIMITED (FSD)

Equal Opportunity Policy

FSD is an equal opportunity employer and it is the aim of this policy that all persons, wherever they are, should have equal opportunity for employment and advancement on the basis of their ability, qualifications and suitability for the work.

It is **FSD's** policy that no job applicant or employee receive less favourable treatment in any aspect of employment on racial grounds, or on grounds of gender, religion, disability, marital status, age or sexual orientation, gender status or caring responsibilities, or be disadvantaged by conditions or requirements which cannot be shown to be justifiable. Our policy shall reflect sensitively with regard to the particular circumstances our employees are operating in.

There must be no unlawful discrimination; direct, indirect or institutional, against any person whether in recruitment, selection, training, promotion or in any aspect of employment. Harassment of any form at work is also a form of discrimination and will be treated as such under the terms of this policy. No form of harassment or bullying, including derogatory remarks at work, will be tolerated. Cases will be dealt with as a serious matter, in accordance with this policy.

The intention of **FSD's** policy is to build upon the statutory position, so that we reflect the diversity of our people, partners and the global cultures in which we operate and to pursue an effective policy of promoting equal opportunity throughout the business.

All procedures will be monitored to ensure that the aims of the policy are a reality for all **FSD** people and to ensure that individuals are recruited, selected, trained and treated in all other respects on the basis of their relevant merits and abilities. All employees shall be given equality of opportunity and encouragement to progress within the organisation, in line with their skills and their potential.

Positive measures will be taken to encourage the recruitment and employment of any under-represented minority group. Our goal is to reflect the diversity of all the communities within which we operate and to carefully monitor our progression toward this goal.

All **FSD** people have an obligation to uphold this policy and disciplinary action will be considered where a breach takes place. This could also be unlawful.

It follows that all employees must:

- Uphold **FSD** values and respect each other
- Uphold **FSD's** business principles and treat all individuals fairly and impartially, without prejudice, and never tolerate harassment in any form
- Uphold the wealth of **FSD's** personal and leadership capabilities and value differences