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## EQUAL OPPORTUNITY POLICY

It is the policy of Label-Form to provide equal opportunities for all its employees and potential new employees.

No individual will receive any unfavourable treatment or be disadvantaged in any way on the grounds of race, colour, ethnic or national origin, sex, age, marital status, disability or religious belief or by any other condition that cannot be justified as necessary to meet business requirements.

Our current policy is to give any employee the opportunity to apply for any vacancies open within the company, which will be featured on the staff notice board.

Recruitment, selection, training and development will be based purely on individual merit and their ability to meet the job criteria.

The Managing Director has overall responsibility for this policy, but Managers and Supervisors and any other employees involved in recruitment, selection, promotion and development of personnel must ensure impartiality, fairness and without discrimination.

Failure to meet these criteria will be deemed a disciplinary offence and dealt with under Label-Forms disciplinary procedures.

Any grievances by any employee with regard to equal opportunities are available under Label- Forms grievance procedure.

Signed

**Debbie Mellett**  
Managing Director  
March 2023