

## **RACE RELATIONS POLICY STATEMENT**

It is the policy of this Company not to discriminate against any person on the grounds of their colour, race, nationality or ethnic origin. This applies not only to employees, but to job applicants, customers and suppliers and members of the public.

The Company requires all its employees to treat all people with appropriate courtesy and respect, regardless of their colour, race, nationality or ethnic origins.

The Managing Director has overall responsibility for implementing the above policy in accordance with the guidance and procedure set out below.

Any person who suffers or believes that they have suffered unlawful discrimination is to report this to their immediate superior or other member of the Company's management and as that the matter is dealt with. If it is not resolved to their satisfaction they may take the matter up through the Company grievance procedure and ultimately with the Managing Director if the problem persists.

All personnel are hereby instructed that unlawful discrimination in contravention of the above policy will not be tolerated and will be dealt with as a disciplinary issue. This includes anyone who becomes aware discrimination is taking place but does not report it to his or her immediate superior or an appropriate member of management.

Employees are to note that a joke is only a joke if the person on the receiving end thinks it is funny. Some people, often for good reason, are more sensitive than others to remarks about their colour, nationality or racial or ethnic origin; if it is apparent that so called jokes give rise to offence, the perpetrator is to desist and, if appropriate, apologies for any offence that might have been caused. Supervisors and those responsible for recruitment, training, promotion or redundancy selection have a duty to ensure that all concerned are made aware of this policy.

It is illegal (i.e., a criminal offence) to incite racial hatred and any employee who does so or participates in or condones any such action, will be subject to disciplinary action.

This policy applies to employees not only whilst at work but also in their out of work activities, insofar as these relate to employees, customers or suppliers of the company or as regards any effect on employees' relationships in the work place or the Company's public relations.

N R Whistler

SBS Industrial Buildings Ltd & associated companies