

**TECH-TRENDS LTD.
EQUAL OPPORTUNITIES AND DIVERSITY
POLICY**

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POLICY STATEMENT

Tech-Trends Ltd. is committed to providing equal opportunities and zero tolerance of discrimination, which is demonstrated through our employment policies, procedures and practices. We believe that discrimination is unjust and unfair to individuals, groups of people and communities.

We will ensure that no one is treated any less favourably on the grounds of their race, colour, ethnic or national origin, gender, gender identity marital status or civil partnership status domestic responsibilities, disability, age, sexual orientation, trade union activity, religious or other beliefs, poverty or social status.

We accept our responsibility to ensure that no employee or applicant is discriminated against as defined by the provisions of the:

- Race Relation Act 1976, Amended Race Relations Act 2000
- Sex Discrimination Act 1975
- Disability Discrimination Act 1995
- Equal Pay Act 1994
- Sexual orientation regulations 2003
- Employment Equality Religion or Belief regulations 2003
- Employment Equality Age Regulations 2006
- Equality Act 2006
- Equality Act 2010

Tech-Trends Ltd. seeks to promote equal opportunity in recruitment, employment, promotion, training and career development. The responsibility for enforcement of this policy rests with the Directors, who will monitor the effectiveness of the policy and associated initiatives.

The implementation of initiatives in support of the policy is the responsibilities of the Directors, Managers. All employees have an obligation to avoid discrimination and promote equal opportunities.

The objectives of our Equal Opportunities Employment Policy are:

1. To ensure the company's services and activities are of high quality and responsive to our client's needs, ensuring that our employees adequately respond to the needs of our client.
2. To ensure that the company makes best use of its employees and potential employee's skills, talents and abilities in delivering the company's services.
3. To ensure that the company fulfil its legal obligations under the equal opportunities legislation and complies with provisions contained in various Codes of Practice.
4. The following guidelines provide information, advice and guidance to managers, supervisors and employees regarding their responsibilities in achieving the objectives of our Equal Opportunities Policy.

Guidelines

Recruitment and Selection

1. The governing factor for appointments will be based on merit, competence and the ability to do the job.
2. All jobs will be advertised externally and internally.

3. All job advertisements will carry wording designed to encourage applicants from all sections of the community.
4. Recruitment literature will describe jobs without gender, race or disability bias.
5. Consideration will be given to using a range of advertising media to encourage and attract applicants from all sections of the community.
6. All applicants will be assessed in the same way using the same evaluation and selection criteria.
7. All job and persons specifications will be scrutinised to ensure that they do not discriminate and reasonable adjustments will be considered where this would enable a disabled applicant to undertake the duties of the post.
8. Selection criteria will not be set to unlawfully discriminate (directly or indirectly) on the grounds of gender, marital status, civil partnership or race or disability or age and should solely be related to the requirements of the job.
9. Age limits, age requirements or length of service restrictions will not be set as criteria for the job unless they can be justified as they are likely to have a disproportionately adverse effect on women and people from minority ethnic communities or if there is a genuine occupational qualification compliant with section 5. (2)(d) Of the Amended Race Relations Act 2000.
10. Disabled job applicants who meet the essential criteria of the job description will be guaranteed an interview.
11. Where selection tests are used, tests will be specifically related to the job and in the case of ability tests they should be fully validated so as to avoid any bias on the grounds of gender, marital status or civil partnership, race or disability. Reasonable adjustments will be made, where appropriate, for disabled persons to ensure equality
12. At job interviews generalised assumptions and prejudices about gender, race and disability will not enter into selection decisions. Questions concerning domestic commitments and similar topics will not be asked of women, and no questions will be asked of women that are not also asked of a man.
13. Interviewers will be aware of possible misunderstandings that may occur between people of different cultural backgrounds, and interviewers will focus on applicant's abilities not their disabilities.
14. All interview questions will relate to the requirements of the job. No questions will be asked about an applicant's disability until after a decision has been made to offer the appointment and then will solely concentrate on any reasonable adjustments that may be needed
15. Managers involved in recruitment and selection decisions will have received appropriate training.

Monitoring and Evaluation

To ensure the company is achieving its policy objectives, we will monitor the effectiveness of our policy by keeping records of our recruitment selections process. We will annually monitor and measure the effectiveness of the policy reviewing our practices where there are shortfalls and developing recommendations and implement them.

The records will contain information such as Gender, Race, Age, Disability, Criminal conviction, and marital status or civil partnership. Each applicant and employee will be required to complete our Recruitment Monitoring Questionnaire.

Terms and Conditions

1. All vacant posts will be open for job-sharing unless considered unsuitable (with regards to maintaining work efficiency) and should be advertised in manner so as to encourage job sharing.

2. Any existing employee or any two existing employees will be able to apply to their manager for a job-share arrangement in respect of their job.
3. When an employee becomes disabled as a result of an accident or illness, reasonable adjustments will be made and agreed with the employee to seek to ensure the employee continues in the job.
4. Where an employee has cultural needs that may appear to conflict with existing work requirements, consideration will be given to varying the requirements especially where it may be that the requirement is unjustifiable. In any such cases, advice should be sought from the company Directors.
5. Where an employee requests leave over and above annual leave entitlement to visit relations in other countries, the employee will be able to "accumulate" part of their leave entitlement from previous years as part of the extended leave scheme. In the event of this or in order to arrive at any other arrangement, advice should be sought from the Human Resource Manager.
6. Harassment is a form of discrimination which shall not be condoned or tolerated by the company.
7. The company will meet all statutory provisions relating to maternity leave. Maternity leave will not be treated as an obstacle to progression or career development.
8. All other terms and conditions of employment will not be related to the gender, marital or civil partnership status, ethnic origin, disability sexual orientation, age or religion/belief of employees, and as far as practicable will not obstruct or limit the employment or promotion of any employee.

Appraisal, training, career-development, promotion and transfer

1. Where posts are internally advertised only (i.e. offering career-development and promotion opportunities to existing employees), the same principles as those governing external recruitment will apply.
2. In the case of trainees, merit increment, honoraria, etc the criteria on which employees' pay rises through increment will not be based on criteria related to gender marital status, disability or ethnic origin etc.
3. All employees will be encouraged to take suitable opportunities for training and advancement. In particular, in areas of work where certain groups are under-represented (especially in senior management), managers will take a pro-active role in ensuring employees from such under-represented staff take up training opportunities that assist their future possible entry into these areas of work.
4. All training opportunities will be accessible to disabled staff and staff with dependant care responsibilities.
5. Employees who have recruitment and selection responsibilities and/or who have supervisory responsibilities will undertake training in recruitment, selection, and in equal opportunities to ensure awareness and fairness in their assessment and selection process enabling them to encourage and promote equal opportunities for all.
6. Employees who have direct contact with members of the public will undertake training on dealing with service users to ensure awareness of their customers needs and the public at large, ensuring satisfactory service delivery.
7. In situations where employees are being re-deployed due to changes in the operational arrangements of the Company, the procedures for re-deployment (including ring-fencing and priority candidates) will be free from bias on the protected grounds.
8. Where employees are no longer able to carry out the full duties of their posts due to disability or ill-health) the primary aim of the company will be to try and keep that persons in employment. A range of reasonable adjustments will be

discussed with the employee, including transfer to an alternative post. No changes will be implemented without the agreement of the employee. Assistance will be sought where appropriate from the Department for Work and Pensions.

Dismissal and Redundancy.

1. In cases where employees are being dismissed, this decision will not be made on grounds of their gender, marital status, disability or ethnic origin and decisions will be made solely in accordance with the Company's disciplinary procedure,
2. Intentional, direct and overt acts unlawful discrimination or harassment will be regarded as gross misconduct and will probably result in dismissal.
3. In cases where employees are selected for redundancy, decisions will not take account of their gender, marital status, disability and ethnic origin and no criteria (such as 'part-timer first' or 'last in first out') will be applied if it cannot objectively be justified and it has a disproportionately adverse effect on staff within the protected. Groups In particular, disabled people who fall within the definition of the Disability Discrimination Act will not be made redundant without reasonable cause.
4. Where an employee has been found guilty of theft, our bringing the company into disrepute the employee may be dismissed.

Equal opportunities for all

Tech-Trends Ltd. will promote a policy of equal opportunities for all regardless of age, sexual orientation, trade union activity, and religious and political beliefs.

This policy also seeks to ensure that Tech-Trends Ltd. does not discriminate on the grounds of age, sexual orientation, trade union activity, religious and political beliefs, poverty and social exclusion. These areas are not covered by 'anti-discrimination' legislation or Codes of Practice in the way legislation covers race, colour, ethnic or national origin, gender, marital status or domestic responsibilities, and disability. Nevertheless, the objectives of the Tech-Trends Ltd. Equal Opportunities Policy apply equally to these areas as it does for those that have supporting legislation.

General provisions.

While the overall responsibility for the Policy lies with the Managing Director every employee has a personal and legal obligation to avoid discrimination, and to promote equal opportunities for all. The Company will ensure that all employees are aware of these obligations.

The Company will regularly examine staffing information through workforce surveys, applications questionnaire, and on any other aspects of personnel activity in order to ascertain the make-up and experiences of the Company's employees by gender, marital status, disability age, sexual orientation and ethnic origin, and in order to monitor progress in implementing the Equal Opportunities Employment Policy. The company will not automatically seek information on religion/belief and gender identity

All personnel policies and procedures, particularly those relating directly to equal opportunities will be regularly reviewed to ensure they are operating in a non-discriminatory manner are consistent with legislative changes and are adequately assisting the implementation of the Equal Opportunities Employment Policy.

Complaints of discrimination by employees should be made to the Managing Director. Any complaints will be treated seriously and sensitively.

Equal Opportunities in Service Delivery

Customer First Policy

Tech-Trends Ltd. takes active steps to provide equal opportunities, in service, delivery and the employment of staff. We are committed to building on our existing achievements through improving our services and employment practices.

Tech-Trends Ltd. is committed to equal opportunities, both in the delivery of services and the employment of staff.

Equal opportunities means that our customers will not be treated less favourably because of their race, colour, national or ethnic origin, gender, marital status, disability, sexuality, age or religious belief.

Our commitment to equal opportunities means we will encourage the development of understanding and appreciation of diversity and lifestyles.

We recognise and respect human diversity and will ensure that our services are flexible and responsive to peoples needs. We will change and improve services to meet the needs of a changing society.

Tech-Trends Ltd. will:

- Make information widely available, accessible and where necessary, make sure that it can be reached by everyone who uses these services.
- At all times, use plain English to communicate and use positive images, not stereotypes.
- Work under the expectation that its customers will not harass or discriminate against its staff and will treat our staff fairly and equally. As we will act upon a member of our staff discriminating or harassing our customers we will take action upon a customer harassing or discriminating against our staff.
- Will work with local people to provide a safe environment.

Employees code of conduct

It is of extreme importance to remember that when you carry out your duties you are representing Tech-Trends Ltd. and it is important that you understand and comply with the company's Equal Opportunity Policy and guidance.

The aim of the Equal Opportunity Policy is to ensure that customers and members of the public are treated equally and fairly and no one is discriminated against, harassed or victimised because of their race, sex, disability, sexuality, marital or civil partnership status, sexual orientation or religion/belief.

Employees are urged to be considerate of others and avoid harassing, offending or discriminating against our clients or members of the public as this is offensive. Should any employee be found guilty of this they will face disciplinary action and could be dismissed for gross conduct?

Your intention may not be to offend but people differ and have different needs, expectations and cultures therefore courtesy, respect and consideration must be communicated in action and words at all times.

Signed:

A handwritten signature in black ink, appearing to read "Paul J. Palmer", with a long, sweeping horizontal stroke extending to the right.

Name: Paul J Palmer

Position: Director

Date: 15 August 2011