

EQUAL OPPORTUNITIES POLICY

Based in Wembley, Middlesex, Halo Design was established in 1996 to provide Graphic Design services to corporate clients, public bodies, institutions and charitable organisations.

We ensure that we are aware of and will comply with legislation including the Equal Pay Act 1970, The Race Relations Act 1976 and Amendment 2000, Disability Discrimination Act 1995, Sex Discrimination Act 1975.

We aim to encourage, value and manage diversity in all areas of our business and (should we employ people in the future) to be an equal opportunities employer. We are committed to providing equality for all and, when necessary, will make real efforts to attain a workforce that is representative of the local community by ensuring that we use as wide a selection of advertising mediums as possible and by monitoring the ethnicity of job applicants.

We do not accept discrimination on the grounds of gender, sex, marital status or gender re-assignment. Nor will we tolerate discrimination on the grounds of race, ethnic origin, colour, nationality, national origin, religion or belief, age or disability.

We will not tolerate victimisation, discrimination or harassment in any form and we will make it clear that any instances will be investigated and (if proven) will be treated as a disciplinary offence which could result in dismissal.

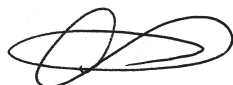
We believe that everyone should be treated fairly and on their own merit and ability. To that aim, when the need arises, we will provide training for managers and supervisors in interviewing, selection, promotion and recruitment to ensure that they understand the legislation and our policy.

We work with our clients and suppliers to ensure that they understand our ethos and we make it clear that fair treatment for all is expected and should be maintained.

This policy is posted prominently at our business address and all new employees will be asked to read this policy during induction.

The company owner is responsible for this policy and its implementation and for investigating any instances of discrimination.

Signed

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke.

(for and on behalf of Halo Design)