



Kensington Taylor is an equal opportunity employer. This means that the partnership does not permit discrimination of any kind against any person on grounds of:

- Colour
- Creed or religion
- Race or ethnic origins
- Nationality or national origin
- Gender
- Sexual orientation
- Marital status
- Disability
- Political leaning

Direct discrimination is defined as treating a person less favourably than others are, or would be, treated in the same or similar circumstances, harassment and victimisation.

Indirect discrimination occurs when a requirement or condition is applied which, whether intentional or not, adversely affects a considerably larger proportion of people of one race, sex or marital status than another and cannot be justified on grounds other than race, sex or marital status.

Kensington Taylor will ensure that equal opportunity principles are applied in all its human resources policies and, in particular, in the procedures relating to recruitment, training, development and promotion of personnel.

In the event that any employee feels that he or she has suffered discrimination in any way, Kensington Taylor's grievance procedure should be utilised.

If the complaint is against the employee's own immediate manager, confidential application should be made to the Human Resources Department which will arrange for your complaint to be heard by someone else if this seems appropriate in the circumstances.

In instances of sexual harassment, the anonymity of the complainant should be protected, as far as possible.

To make a formal complaint of discrimination, harassment, victimisation, or unfair treatment it will be necessary to have available:

- Details of what, when, and where the occurrence took place
- Any witness statements or names
- Names of any others who have been treated in a similar way
- Details of any former complaint made about the incident
- Date, where and to whom made
- A preference for a solution to the incident.

Until a hearing is arranged, complainants should keep the matter confidential, other possibly than arranging for details of witnesses to be given to the Human Resources Department.

Signed..... *B. L. Inelkhus*
 On behalf of the Company - Director

Date..... *12/10/07*

