

September Marketing is dedicated to providing a quality service, encompassing **graphic design, branding, marketing and web communications.**

The company recognises that **Equal Opportunities** are a central business concern and has adapted the following policy.

#### OBJECTIVES

- to treat all employees, freelance staff and suppliers equally, fairly and considerately
- to ensure that employees of the company or those working for the company on
- short-term contract or freelance basis or any suppliers to the company are not discriminated against or treated unfairly or improperly on the grounds of
  - > sex
  - > sexual orientation
  - > race
  - > disability or impairment
  - > religion or belief
  - > age

#### PARTICULARS

##### SEX AND SEXUAL ORIENTATION

The company shall prevent discrimination in recruitment and selection, determining pay, training and development, selection for promotion, discipline and grievances, countering bullying and harassment

##### RACE, RELIGION OR BELIEF

The company shall prevent discrimination in recruitment and selection, determining pay, training and development, selection for promotion, discipline and grievances, countering bullying and harassment.

The company shall also prevent discrimination against those who have no religion or belief.

The company will be aware of cultural and religious needs including flexible working, religious holidays, prayer, duty and dress requirements and those needs will be discussed and agreed on an individual basis.

##### DISABILITY

The company shall prevent discrimination against individuals with physical or mental disability in recruitment and selection, determining pay, training and development, selection for promotion, discipline and grievances, countering bullying and harassment.

##### AGE

The company shall prevent discrimination against young and older workers. The retirement age is 65, however all employees shall have the right to work beyond 65 or any other retirement age set and the company will give all such requirements full consideration.

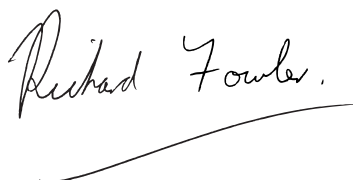
##### SUPERVISION

The Equal Opportunities Policy embraces the appropriate legislation and will only be amended to reflect changes in legislation. The workings and supervision of the company policy will be discussed annually and any disputes and matters arising on an ongoing basis should be raised immediately with the Supervisor.

##### SUPERVISOR

Richard Fowler

Signed



NAME

Richard Fowler

COMPANY

September Marketing,  
Design and Advertising Ltd

DATE

16/08/08

REVIEW DATE

16/08/09