



EQUAL OPPORTUNITIES POLICY

Payne is committed to the development of positive policies to promote equal opportunities regardless of an employee's sex, sexual orientation, marital status, age, creed, colour or ethnic origin. The Company is also committed to a positive policy with respect to the employment of disabled workers.

This principle will apply in respect of all conditions of work including pay, hours of work, holidays, overtime and shift working, work allocation, sick pay, pensions, recruitment and selection, training, promotion and redundancy.

Overall responsibility for the development of this policy rests with the Managing Director, Coated and Security Products but all employees are reminded of their responsibility to help create a culture of employment and service delivery in which people can feel confident of being treated with fairness, dignity and tolerance irrespective of their personal circumstances, background or lifestyle.

Monitoring and review

This policy will be monitored periodically by the Company to judge its effectiveness and will be updated in accordance with changes in the law. In particular, the Company will monitor the ethnic and gender composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will review its equal opportunities policy in accordance with the results shown by the monitoring. If changes are required, the Company will implement them.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with the Data Protection Act 1998.

The attention of all employees is drawn to the fact that employees judged to have been guilty of an act of discrimination covered by this policy shall be liable to action under the Company's disciplinary procedure.