

Equal Employment Opportunity Policy Statement

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Definition

Equal Employment Opportunity means equal access to jobs and benefits and services for all employees and prospective employees in the workplace. EEO aims to ensure fair and equitable outcomes in all areas of employment which relate to recruitment, selection, access to information, supervision and management.

Policy

The Gerard Lighting Group is committed to the principles of Equal Employment Opportunity and supports the creation of working conditions to ensure that all employees have an equal chance to seek and obtain employment, promotion and training. The Gerard Lighting Group is an equal employment opportunity employer and also provides a safe and pleasant working environment for all employees and encourages good working relationships between employees.

In all employment situations, merit will be the determining factor. Employees and applicants for employment will be treated on their merits, without regard to race, age, sex, marital status or any other factor not applicable to the position. Employees are valued according to how well they perform their duties, and their ability and enthusiasm in maintaining the expected standards of service.

Managers and supervisors at all levels share the responsibility to ensure equal employment opportunity. Managers and supervisors will be held accountable for achieving the Company's adherence to this policy.

All employees play an important role in maintaining an environment of equal opportunity, and must treat all colleagues with respect and professionalism. Management support the Company's commitment to equal employment opportunity and hold every employee accountable for the achievement of this policy.

Should a complaint of discrimination or harassment be made, it will be investigated in a confidential manner. If proven, the person responsible will be disciplined. In serious cases, this may involve dismissal.

The HR Manager, is responsible for the periodically review of the effectiveness of this policy. Changes to this policy will be initiated by the HR Manager, after input from, and consultation with the Company's operating managers and as required by legislation.