

EMPLOYMENT AND EQUAL OPPORTUNITIES POLICY STATEMENT

Ardmore believes that an effective employment and equal opportunities policy is an essential means of increasing the value of its service by creating teams with the optimum competence to meet our customer needs.

Ardmore will therefore provide equal opportunities in employment and will not discriminate either directly or indirectly on the grounds of race, colour, ethnic origin, nationality, age, sex, religious belief, marital status, disability or sexuality.

We will check and only employ people legally entitled to work in the United Kingdom. All workers, including agency or temporary, will be issued with a contract containing details of their employment. Employees will be paid at least the UK minimum wage and are entitled to join a trade union. Working hours will be monitored so that excessive hours are not worked.

We will apply employment policies that are legal, fair, equitable and consistent with the skills and abilities of our employees. The Policy will help to ensure that the company achieves its objective of equal opportunities for recruitment, training and promotion. All appointments and promotions will be based on an objective assessment of the skills and abilities needed to perform the required tasks.

All line managers have responsibility for promoting equality of opportunity in their own area, and should ensure that their own procedures and practices comply with the provisions of Ardmore's equal opportunities policy. The performance and example of managers is crucial to improving opportunities for disadvantaged groups and members of staff.

Individual employees at all levels have responsibility for ensuring that equality of opportunity and absence of discrimination is consistently provided in all of Ardmore's employment practices, and its activities.

All employees, therefore, should be aware that the following acts are unlawful and would constitute misconduct liable to disciplinary action that may include summary dismissal:

- Discriminating in the course of recruitment or consideration for promotion
- Indulging in verbal or physical harassment of any kind
- Victimising individuals who have made allegations or complaints of discrimination or harassment

All employees are responsible for ensuring that Ardmore's policy of equal opportunity is applied to our dealings with clients, professional teams, regulators and the general public.

This policy will be reviewed annually.

A handwritten signature in black ink, appearing to read "Patrick Byrne".

Patrick Byrne
Managing Director

A simple horizontal line drawn in black ink.A handwritten signature in black ink, appearing to read "Cormac Byrne".

Cormac Byrne
Managing Director

July 2016