



EQUAL OPPORTUNITIES POLICY

Carleton Furniture Group Limited is an Equal Opportunities Employer. Carleton Furniture Group's objective is to ensure that no job applicant or employee receives less favourable treatment, directly or indirectly, on the grounds of sex, sexual orientation, age, disability, marital status, creed/religion, colour, ethnic or native origin. Discrimination, victimisation and harassment will not be tolerated within the Company and will be classed as gross misconduct and dealt with under the Company's disciplinary procedure.

Whilst the Managing Director has ultimate responsibility for Equal Opportunities, we have in place an open door policy and have two named mentors, Alan Bennett (Manufacturing and Design Director) and Angie King (Logistics Executive) who have been specifically designated to address and investigate any complaints relating to any of the above.

Where appropriate and where permissible under relevant legislation and codes of practice, employees of under-represented groups will be given positive training and encouragement to achieve equal opportunities within the organisation.

Carleton Furniture Group will implement a positive and continuing programme of action to make this policy fully effective. For example, selection criteria and all other personnel procedures will be reviewed initially and regularly thereafter to ensure that individuals are appointed, promoted and treated on the basis of their relevant merits and abilities.

We also undertake to:

- Review and monitor open recruitment methods such as the use of Job Centres, Careers Officer or press advertisements.
- Regularly monitor any job applicants from different gender, disability and ethnic groups
- Implement training in Racial Equality for managers and any staff responsible for recruitment and selection
- Monitor the numbers of employees from different gender, disability and ethnic groups when:
 - In post
 - Applying for post
 - Taking up training and development opportunities
 - Considering promotion
 - Considering transferral between departments
 - Disciplinary or dismissal action commences
 - Leaving employment
- Address any imbalances if monitoring of the above reveal under representation and to take steps, including positive action, to redress these imbalances
- Report and consult with the workforce on Equality issues
- Mention in all of the Company's recruitment advertisements and public literature that Equal Opportunities are in place.

PETER J. HOLDSWORTH

Managing Director
June 2008