



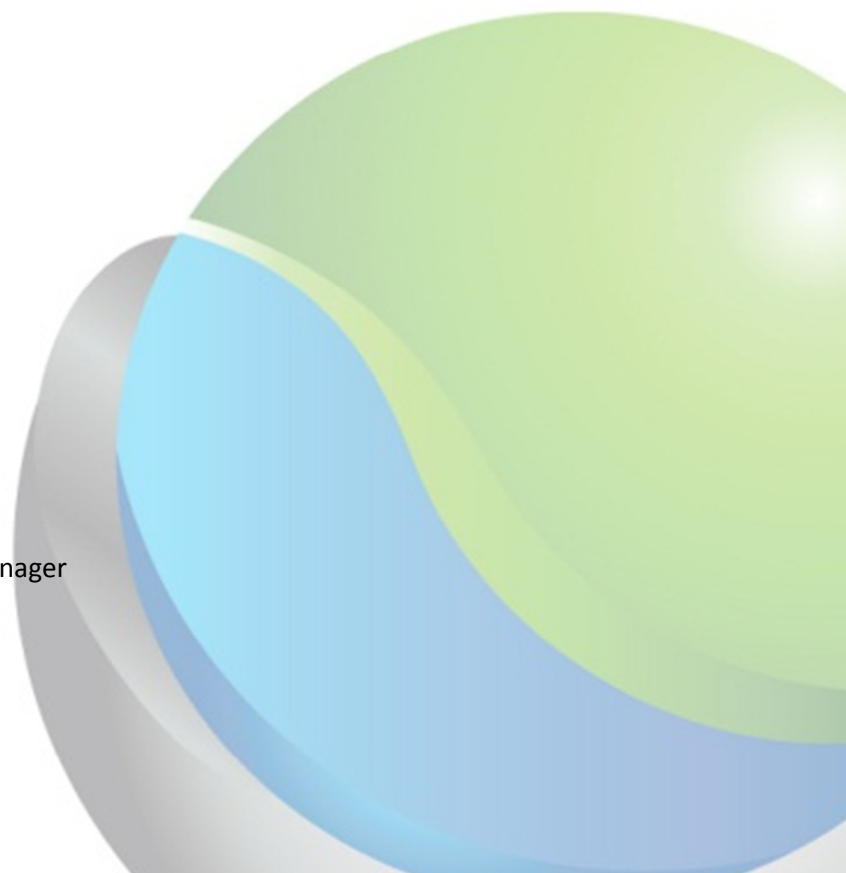
Pure Office Solutions Ltd

EQUALITY AND DIVERSITY POLICY AND PROCEDURE

Rights at Work

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We value the relationship we have with our employees. The success of our business depends on every employee in our global enterprise. We are committed to fostering open and inclusive workplaces that are based on recognised workplace human rights, where all employees are valued and inspired to be the best they can be.

The Pure Office Solutions Ltd Equality and Diversity Policy is guided by international human rights standards, including the Universal Declaration of Human Rights, the International Labour Organization's Declaration on Fundamental Principles and

Rights at Work

The Equality and Diversity policy applies to The Pure Office Solutions Ltd and all of the entities that it owns or in which it holds a majority interest. The Policy includes the following components:

- Freedom of Association and Collective Bargaining
- Forced Labour
- Child Labour
- Discrimination
- Work Hours and Wages
- Equal work for equal pay
- Safe and Healthy Workplace
- Workplace Security



Freedom of Association and Collective Bargaining

The Company respects our employees' right to join, form or not to join a labour union without fear of reprisal, intimidation or harassment. Where employees are represented by a legally recognised union, we are committed to establishing a constructive dialogue with their freely chosen representatives. The Company is committed to bargaining in good faith with such representatives.

Forced Labour

The Company prohibits the use of all forms of forced labour, including prison labour, indentured labour, bonded labour, military labour, slave labour and any form of human trafficking.

Child Labour

The Company adheres to minimum age provisions of applicable laws and regulations. The Company prohibits the hiring of individuals that are under 18 years of age for positions in which hazardous work is required.

Discrimination

The Company values all employees and the contributions they make and has a long-standing commitment to equal opportunity and intolerance of discrimination. We are dedicated to maintaining workplaces that are free from discrimination or physical or verbal harassment on the basis of race, sex, colour, national or social origin, religion, age, disability, sexual orientation, political opinion or any other status protected by applicable law. The basis for recruitment, hiring, placement, training, compensation and advancement at the Company is qualifications, performance, skills and experience.

Work Hours and Wages

The Company compensates employees competitively relative to the industry and local labour market. We operate in full compliance with applicable wage, work hours, overtime and benefits laws. We offer employees opportunities to develop their skills and capabilities and provide advancement opportunities where possible.

Equal Pay for Equal Work

Objectives:

Pure Office Solutions Ltd's objectives relating to equal pay are to:

- Eliminate any unfair, unjust or unlawful practices that impact on pay;
- Take appropriate remedial action;
- Review other Pure Office Solutions Ltd policies to ensure consistency with equal pay principles.



To achieve these objectives Pure Office Solutions Ltd will:

- Implement regular equal pay reviews for all staff (including staff on maternity or sick leave);
- Carry out job evaluation and regular equal pay audits (which may be undertaken either by Pure Office Solutions Ltd HR staff or external consultants);
- Provide training and guidance for staff involved in determining pay;
- Inform staff of how these practices work and how their own pay is determined;
- Respond to grievances on equal pay as a priority;
- Monitor pay statistics regularly and gather other relevant information to assess the impact of this Policy.
- Ensure that any differential in pay is due to a "material factor" such as length of service, skills and qualifications, performance and levels of responsibility.

Safe and Healthy Workplace

The Company provides a safe and healthy workplace. We are dedicated to maintaining a productive workplace by minimising the risk of accidents, injury and exposure to health risks.

Workplace Security

The Company is committed to maintaining a workplace that is free from violence, harassment, intimidation and other unsafe or disruptive conditions due to internal and external threats. Security safeguards for employees are provided as needed and will be maintained with respect for employee privacy and dignity.

Guidance and Reporting for Employees

The Pure Office Solutions Ltd creates workplaces in which open and honest communications among all employees are valued and respected. Pure Office Solutions Ltd is committed to following all applicable labour and employment laws wherever we operate. If you believe that a conflict arises between the language of the policy and the laws, customs and practices of the place where you work, if you have questions about this policy or if you would like to report a potential violation of this policy, you should raise those questions and concerns through existing processes, which make every effort to maintain confidentiality. No reprisal or retaliatory action will be taken against any employee for raising concerns under this policy. The Company is committed to investigating, addressing and responding to the concerns of employees and to taking appropriate corrective action in response to any violation.

The Company reserves the right to amend this policy at any time. Nothing in this policy says or implies that a contract exists between the Company and its employees or that participation in this program is a guarantee of continued employment with Pure Office Solutions Ltd.