

POLICY STATEMENT

The following points outline the rationale behind company policies.

POLICY RATIONALE

The rationale for this policy is to ensure that all employees understand why it is essential that they read and understand all company policies.

GLOSSARY OF TERMS

CROSS REFERENCES and other RESOURCE MATERIAL

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Company policies exist to set boundaries and guidance for all managers and employees on what the company and its directors expect.

Policies are not designed to, nor can they, over-ride any Legislation or Judicial guidance that may be set.

Queries about policies, suggestions for improvement or clarification can be sought from any of the company's directors.