

**Sangster's** is an equal opportunity employer. In accordance with all federal, provincial and local laws, we shall recruit, hire, compensate, train and develop, evaluate, discipline, place, promote, lay off and terminate employees equally and fairly. All employees of **Sangster's** are expected to carry out the primary aim of **Sangster's** equal employment commitment.

**PROCEDURES:**

**1. General Policies**

The following policies shall apply to, but not be limited to, the following aspects of **Sangster's** employment process:

- a. Recruitment shall be based solely on the qualifications needed to perform the job.
- b. All employee relations and decisions concerning interviewing, selection, job placement, promotions, demotions, layoffs, terminations, compensation plans, benefits, training and development, performance evaluations, or disciplinary actions will be without regard to race and color, national origin, religion, sex, age, marital status, physical disability or medical condition except where such a characteristic is an appropriate and bona fide occupational disqualification.
- c. Employment opportunities are and shall be open to all qualified people on the basis of their experience and competencies.
- d. Advancement within **Sangster's** shall be based solely on each individual's achievement, performance, ability and attitude.
- e. If at any time there are two candidates with identical qualifications being considered for a promotion, the person who has been with **Sangster's** the longest shall be given preference.
- f. Any employees who feel they have been discriminated against solely on the basis of their race and color, national origin, citizenship, religion, sex, age, marital status, physical disability or medical condition are requested to report the incident or complaint directly to the Manager or Franchisee, who will investigate and attempt to resolve the matter.
- g. Any employee with **Sangster's** who is determined to have violated this EEO (Equal Employment Opportunity) Policy will be terminated by the Manager/Franchisee.