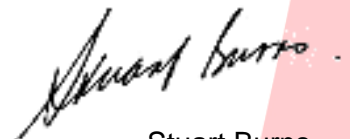


HUMAN RESOURCE POLICY

COMPLETE AVIATION

Complete Aviation employs Staff and Managers on the basis of job requirements and does not discriminate on grounds of age, ethnic or social origin, gender, sexual orientation, politics or religion.

- Complete Aviation believes in enabling employees to develop to the extent of their abilities.
- We improve our skills and competencies by regular performance reviews, recognising potential and undertaking education, training and coaching as appropriate with professional development opportunities.
- The CEO expects managers and their teams to be models of the highest standards of behaviour.
- We treat each other and those we deal with externally with dignity, fairness and respect.
- We guard against harassment in the workplace and neither abuse nor misuse our positions or facilities for personal purposes.
- We respect our obligations to our colleagues and our employer.



Stuart Burns
Chief Executive Officer
March 2018