

2. GENERAL WORKING CONDITIONS

2.1 Has a comprehensive procedure for handling individual racial complaints of employees on a non-discriminatory basis been established?

Procedure is, or is being, established (describe):

N/A We are so small that all situations are handled  
on a personal level between the director of the  
company and employees.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.2 Have all employees been informed of their rights under a single grievance and disciplinary procedure which applies equally to all races? If not, please explain:

Yes  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.3 Have work committees or liaison committees representing black employees been set up? If so, please describe; if not, please explain:

N/A - Company too small.  
Black Employees (1) Driver, messenger, packer and  
general work.  
(2) Lab assistant - trimming, packaging,  
etc.  
\_\_\_\_\_  
\_\_\_\_\_