



## POL009 Equal Opportunities & Diversity Policy

The aim of this policy is to communicate the commitment of the Managing Director Fraser W Dykes to the promotion of equal opportunities in AMD Contract Services Ltd.

### OBJECTIVE:

To provide employment equality to all, irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants, including pregnancy and maternity
- Religious belief or political opinion
- Race (including colour, nationality, ethnic or national origins)
- Disability
- Sexual orientation
- Age
- Sex

All employees and others who work for us will be treated fairly. Decisions on recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

All employees will be encouraged to develop their skills and fulfil their potential and to take advantage of training, development and progression opportunities.

Our equal opportunities policy will help all those who work for us to develop their full potential and the talents and resources of the workforce will be utilised fully to maximise the efficiency of the organisation.

This policy applies to all those who work for AMD Contract Services Ltd:

- Potential applicants
- Full and part time employees
- Contract workers
- Agency workers
- Trainees, Apprentices and work Experience workers
- Volunteer workers
- Former Employees

### We are committed to:

- Promoting equal opportunities for all persons
- Promoting a good and harmonious working environment in which all persons are treated with respect
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
- Fulfilling all our legal obligations under the equality legislation and associated codes of practice
- Complying with our own equal opportunities policy and associated policies
- Taking lawful affirmative or positive action, where appropriate
- Regarding all breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings

### COMPLAINTS:

Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the agreed grievance procedures. A copy of these procedures is available from the administration office. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

The effectiveness of our equal opportunities policy will be reviewed annually.

Managing Director  
AMD Contract Services Ltd

March 2024