



am
services
group

Equality and Diversity Policy

AM Services Group is committed to providing and promoting opportunities for employees and job applicants. We are committed to creating a working environment which enables everyone to work to the best of their skills and abilities

and without the threat of discrimination or harassment arising. As a Company we pride ourselves on treating all members of employees equally, irrespective of their or their “Associated Persons” gender, sex, pregnancy or maternity status, marital status, race, colour, religion or belief, disability, age, sexual orientation, gender reassignment (“Protected Characteristics”). An Associated Person may be a member of employee’s family, friends or other dependents.

The policy’s purpose is to:

- Provide equality, fairness and respect for all in our employment and applying for jobs with us, for our visitor’s clients, customers, suppliers and the public.
- Ensure we do not unlawfully discriminate in line with Equality Act 2010 which protects characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation
- Oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and disciplinary’s, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities

We all have a duty to act in accordance with this policy and treat each other with dignity at all times.

Types of Discrimination

Direct Discrimination

This occurs where someone is treated less favourably because of one or more of the protected characteristics. For example, rejecting an applicant on the grounds of their race because they would not “fit in” would be direct discrimination.

Indirect Discrimination

This occurs where someone is disadvantaged by an unjustified provision, criterion or practice that also puts other people with the same protected characteristic at a particular disadvantage. For example, a requirement to work full time puts women at a particular disadvantage because they generally have greater childcare commitments than men. Such a requirement will need to be objectively justified.

Harassment is unwanted conduct that has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

Victimisation is less favourable treatment of someone who has complained or given information about discrimination or harassment, or supported someone else's complaint.

As an organisation we commit to:

- Encourage equality and diversity in the workplace.
- Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all employees are recognised and valued

Ensuring employees understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public

- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities
- Ensure such acts will be dealt with under the organisation's grievance and/or disciplinary procedures as appropriate. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice
- Make opportunities for training, development and progress available to all employees on merit who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation
- Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law
- Monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the equality policy.

If you have a disability

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate.

If you experience difficulties at work because of your disability, you may wish to contact your manager to discuss any reasonable adjustments that would help overcome or minimise the difficulty. Your manager may wish to consult with you and a medical adviser(s) or Human Resources about possible adjustments. We will consider the matter carefully and try to

accommodate your needs within reason. If we consider a particular adjustment would not be reasonable we will explain our reasons and try to find an alternative solution where possible.

If you are concerned

If you believe that you may have been discriminated against or subjected to harassment you are encouraged to speak with your manager, or Human Resources and if appropriate, raise the matter through our Grievance Procedure.

Allegations regarding potential breaches of this policy will be investigated in accordance with the relevant procedure. Employees who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations which are found to have been made in bad faith however will be dealt with under our Disciplinary Procedure.

Further Information

For more information please speak with your manager or Human Resources who can provide further training and/or advice.