



EQUALITY POLICY

This policy applies to all AMW employees, applicants for employment, customers, contractors and suppliers.

AMW is committed to ensure fair and equal treatment of all staff, customers and other stakeholders and actively promote equality and diversity.

The Equality Policy outlines AMW's approach to equality and sets out the key principles that the organisation will adhere to.

This policy promotes equality of opportunity and treatment in relation to:

- Gender (including gender reassignment)
- Race (including ethnic origin, nationality, national origin)
- Disability
- Age
- Sexual orientation
- Religion or belief
- Pregnancy or maternity
- Marital status (including civil partnerships)
- Working pattern (including part-time and temporary work).

AMW will take action to identify and eliminate any direct or indirect discriminatory practices, which act as barriers to achieving the policy's aims.

Respect, dignity and fair treatment. We aim to create an environment for our employees and customers which promotes dignity, respect and fair treatment for all. No form of intimidation, bullying or harassment will be tolerated. Breaches of our equality policy will be regarded as misconduct and will be investigated by the Managing Director.

Equality of opportunity. AMW recognises that the provision of equal opportunities in all our activities will benefit the organisation. We will tackle barriers to

participation and create a culture in which equal opportunities and equal treatment are a priority for all staff and customers.

As an employer, AMW will:

- Work to continually improve services to make sure that they are accessible and provided fairly to everyone in our community.
- Make sure that all customers are treated with dignity and respect, and that we recognise and value people's differences.
- Communicate our equality policy to customers, suppliers and contractors delivering services on our behalf.
- Take account of equality factors when we award and monitor contracts and procure services.
- Make sure that decisions on selection for employment, promotion, training or any other benefit are made objectively on the basis of aptitude and ability.
- Provide a safe and accessible working environment where all employees are treated with dignity and respect, and where the need to achieve a balance between work and personal responsibilities is recognised.
- Continue to develop fair and flexible employment policies and practices that respond to the different needs of employees.
- Provide effective procedures for reporting incidents of discrimination or harassment, from colleagues or customers, that make sure complaints are dealt with fairly and promptly.
- Develop and train our staff to help them recognise equality issues and further understand their role and responsibilities in achieving equality.
- Consult staff to develop, monitor and implement this policy effectively.

Discrimination is any activity that constitutes harassment or victimisation or causes disadvantage to the individual. Discrimination is identified by the Company as being able to occur by action or omission, orally or in writing or by gesture or innuendo.

In recruitment and selection, line and HR managers are responsible for ensuring that all the arrangements for internal and external recruitment assure equality of treatment, including arrangement for advertising, choice of medium, content of copy etc., and the arrangements for interview and selection, including the suitability and equity of any selection tests used.

The Company operates job evaluation and uses salary scales to support its Equality Policy.

Line and personnel managers are responsible for seeing that these tools are used appropriately, so that the real demands of the job and the actual value of the contribution of the employee are rewarded fairly.

The Company keeps information which enables analysis to be undertaken of the effectiveness of the key elements of this policy. From time to time it may seek the co-operation of staff in updating these records.

Any employee who believes that he or she has been adversely affected by discrimination should raise the issue to the relevant member of staff, usually the Managing Director. He or she should not be victimised for doing so and severe penalties will be imposed on those who do victimise those complaining of discrimination. The Company views breaches of the policy as extremely serious.

This Policy will be reviewed annually by the Managing Director.