

## Equality and Diversity Policy

ACS is committed to equality of opportunity, the elimination of discrimination and encouraging diversity amongst our workforces. No employee or potential employee will receive less favourable consideration or treatment on the grounds of age, sex, disability, race, colour, nationality, ethnic origins, sexual orientation, religious or political belief or will be disadvantaged by any conditions of employment or requirements that cannot be shown to be relevant to performance.

ACS is committed to the promotion of equality of opportunity in all aspects of employment, including recruitment and the provision of training and career development opportunities to:

- make full use of the talents of our employees
- provide the same level of opportunity for everyone
- improve our management practices
- strengthen our reputation as a good employer
- attract and retain new employees
- show our clients that we are a fair business organisation
- ensure that we comply with our legal obligations.

The Company values diversity and it is in everyone's interest for the environment in which we work to be harmonious and respectful. We aim to provide a creative working environment where everyone has an equal opportunity for success. We will treat all employees fairly and with dignity and respect and we will provide a working environment free from discrimination, harassment, or victimization.

Each employee has a moral and legal duty to not discriminate against other employees, job applicants, suppliers, customers, or any other business contacts. In addition, any employees conduct outside work that could have a bearing on their employment or could bring the Company's name or reputation into disrepute will be dealt with under the Company disciplinary procedures.

### Employers Responsibilities

ACS will fulfill its commitment to equality and diversity by:

- recognizing its legal obligation under the Equal Pay Act 1970, the Sex Discrimination Act 1975, the Race Relations Act 1976, the Disability Discrimination Act 1995 and 2005, the Human Rights Act 1998, Gender Recognition Act 2004, the Equality Act 2006, and relevant Codes of Practice.
- the periodic review of its selection criteria and procedures to maintain a system where individuals are selected, promoted, and treated on the basis of their relevant aptitudes, skills and abilities.
- ensuring that all policies and procedures regarding employment are developed in accordance with this policy.
- ensuring that all employees and potential employees are made aware of this policy
- providing facilities for any employee who believes that he/she has been unfairly treated to raise the matter through the ACS Grievance Procedure.
- regarding any deliberate discriminatory action, including harassment, by any employee as a serious disciplinary offence.

## Employees Responsibilities

It is the duty of all employees to accept their personal responsibility in the practical application of this policy. ACS recognizes that specific responsibility also falls upon management in respect of supervision, particularly for individuals involved in recruitment and training.

Any form of discrimination, whether direct or indirect, bullying, harassment, victimization or incitement of racial hatred is not only unlawful but also counterproductive to a good working environment. If an employee is aware of any other member of staff not adhering to the letter or spirit of this policy, they should report it immediately to their supervisor or a member of the management team. Deliberate failure to do so may be regarded as a disciplinary offence.

We will not accept or tolerate acts which breach the Company's Equality and Diversity Policy and all instances of such behavior, or alleged behavior, will be taken seriously, fully investigated and may be subject to the Company disciplinary procedures. Acts of deliberate or serious harassment, bullying or discrimination will result in the summary dismissal of the person concerned.

Should any employee feel that they have been unfairly treated or have been subject to harassment, bullying or discrimination they should raise their concerns with their immediate manager, another member of the management team or should raise a grievance in line with the Grievance Procedure. Any such concerns will be treated confidentially and investigated immediately. No employee should ever feel that they cannot raise concerns of this nature and be fairly treated.

The Managing Director has overall responsibility for reviewing the operation and effectiveness of this policy on a regular basis.

Signed: 

Chris Frampton-Love  
Managing Director