

EQUALITY AND DIVERSITY POLICY

INTRODUCTION

The Company is committed to eliminating discrimination and encouraging equality and diversity in all of our business activities, including the provision of services and employment. This commitment to diversity underpins all our policies and practice. The Company seeks to maintain a positive working environment in which we respect each other, our employees, clients and suppliers.

POLICY STATEMENT:

It is the policy of the Company that there shall be no discrimination or less favourable treatment of any person because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability (both physical and mental) or age, pregnancy or trade union membership or the fact they are a part-time worker or a fixed term employee.

Our Diversity Programme is based on the following principles.

DIVERSITY PRINCIPLES:

This policy applies to all who work at AOS. The policy applies equally to the treatment of our supply chain, applicants, visitors and clients by our staff and the treatment of our staff by these third parties.

Overall responsibility for this policy rests with the AOS Board of Directors and the Managing Director.

DIVERSITY OBJECTIVES:

Commitment:

We will:

- Commit to engage, promote, and train staff on the basis of their capabilities, qualifications and experience without discrimination.
- Ensure our policies reflect our commitment to equality and diversity.
- Provide internal leadership that reflects our commitment.
- Avoid unlawful discrimination in all aspects of employment including recruitment, promotion, training and development, conditions of service, pay and benefits, health and safety. Grievance and disciplinary procedures and termination of employment, including redundancy.

Engagement

We will:

- Consult with our stakeholders to ensure mutual alignment of our equality and diversity objectives.
- Establish equality and diversity as a core requirement of our staff development.
- Continually assess our achievements and seek new opportunities.

Performance

We will:

- Set realistic targets and objectives in our fields of operation.
- Monitor our achievements against our targets.
- Be open and transparent and commit to reporting our performance. A copy of this Equality and Diversity Policy will be made available upon request to any interested party. The policy should be read in conjunction with our Equality and Diversity Policy Principles.

Action

We will:

- Apply our policy across the company and provide to give guidance to line managers.
- Provide our staff with advice, guidance and counselling in equalities.
- Not tolerate direct or indirect discrimination, victimisation or harassment, whether intentional or unintentional. In the event of any of the above occurring, disciplinary action will be taken which may result in dismissal.

Signed



Position

Managing Director

Date 02 May 2016