



# **AMD ENVIRONMENTAL LTD**

## **EQUALITY, DIVERSITY &** **INCLUSION**

**AMD-POLICY-015**



**AMD-POLICY-015-EQUALITY, DIVERSITY & INCLUSION**

**Revisions Control Page**

Revision	Date	Summary of Changes
00	05/08/2020	
01	02/08/2021	Review only, no changes
	01/08/2022	Next Review Due Unless Incident Occurs Before



## **Policy**

AMD Environmental Limited is an equal opportunities employer. The purpose of this policy is to provide equality and fairness for all job applicants and employees and to not discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexuality, religion or age. We oppose all forms of unlawful and unfair discrimination.

The Company is committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give their best.

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

Employees have a responsibility to be familiar with the provisions of this policy and are expected to adhere to it at all times. This applies to all employees of the Company, whether full time or part time or in temporary employment, insofar as they act on behalf of the Company.

## **Our commitment**

To create an environment in which individual differences and the contributions of all our staff are recognised and valued.

Every employee is entitled to a working environment that promotes dignity and respect for all. No form of intimidation, bullying or harassment will be tolerated.

Training, development and progression opportunities are available to all staff.

Equality in the workplace is good management practice and makes sound business sense.

We will review all our employment practices and procedures to ensure fairness.

Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.

This policy is fully supported by senior management

The policy will be monitored and reviewed regularly.

## **Recruitment**

The Company will advertise appropriate vacancies as widely as possible and encourage applications from any person, regardless of age, race, sexuality, gender, or disabilities.



All job adverts will make clear that the Company is an equal opportunity employer and is committed to equality and diversity.

Vacancies shall be given as wide an internal circulation as possible to staff who are likely to possess appropriate qualifications or have relevant experience.

Specifications for posts shall include only requirements that are necessary and justifiable for the effective performance of the job. Standards of English, education or qualifications higher than a job strictly requires will not be an essential condition for employment. Equivalent overseas qualifications will be acceptable.

Any selection test will cover only matters relevant to the tasks being performed.

All applicants will be treated equally for the purposes of short listing and interviewing. All interviews shall be thorough, conducted on an objective basis and shall only deal with the applicant's suitability for the job and ability to fulfil the job requirements. Personal or home commitments will not form the basis of employment decisions except where absolutely necessary, for example where requested by the individual.

Wherever possible, reasonable adjustments will be made to allow people with disabilities to enter into employment. This may include improving access to buildings or providing special equipment. The Health and Safety Manager will advise as necessary.

Staff responsible for interviewing will be clearly informed of the criteria for selection. Guidance will be given on how prejudice can affect selection, and they will be made aware of how misunderstandings can arise between persons of different backgrounds.

### **Promotion, Training and Development**

The Company will not discriminate in respect of promotion and the provision of training courses. Appropriate opportunity for promotion and training will be open equally to all employees.

Appropriate training will be provided to enable all staff to perform their jobs effectively. Such training will make provisions where necessary for individuals returning to work following a break for domestic reasons.

All staff shall be encouraged to discuss their career prospects and training needs with their manager.

### **Terms of Employment**

The Company will ensure that its conditions of employment do not discriminate against any group of employees and are applied consistently to employees who satisfy the conditions of eligibility.

Consideration will be given to working arrangements where appropriate to ensure that no employee is disadvantaged by way of personal circumstances or cultural background.

If an existing employee becomes disabled every effort will be made to find him or her appropriate work



## **Monitoring**

The Managing Directors are responsible for monitoring the effectiveness of the equality and diversity policy.

Appropriate action will be taken where necessary to redress the effects of any policy or criteria that are found to have unjustifiably limited the provision of equal opportunity.

## **Disciplinary Issues**

Any employee, who discriminates against or harasses another employee, potential employee, or any other individual during the course of his or her employment, on the grounds of any personal characteristic protected by law will be subject to disciplinary action. These characteristics are as follows: being married or in a civil partnership, sex or sexual orientation, gender reassignment, being pregnant or on maternity leave, race including colour, nationality, ethnic or national origin, disability, religion or belief, age. In serious cases such behaviour may be deemed to constitute gross misconduct and, as such, may result in summary dismissal.

## **Grievances**

Any employee who believes he or she has received less favourable treatment on the grounds of any of the protected characteristics listed at paragraph 30 is asked to use the Company's Grievance Procedure in the first instance.

The Company will ensure that any employee making a complaint of unfair discrimination will be protected from victimisation.

AMD Environmental Ltd has a separate policy on bullying and harassment.

Signed

A handwritten signature in blue ink, appearing to read 'Jon King', written over a light blue rectangular background.

Jon King  
Managing Director  
2<sup>nd</sup> August 2021

A handwritten signature in blue ink, appearing to read 'Marcus Sullivan', written over a light blue rectangular background.

Marcus Sullivan  
Managing Director  
2<sup>nd</sup> August 2021